UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN UiTM CAWANGAN MELAKA

UNIVERSITI TEKNOLOGI MARA,

KM26 JALAN LENDU, 78000 ALOR GAJAH,

MELAKA.

PREPARED BY

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BACHELOR OF INFORMATION SCIENCE (HONS.) LIBRARY MANAGEMENT (IM244)

FACULTY OF INFORMATION MANAGEMENT

1st FEBRUARY 2020 – 30TH JUNE 2020

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

_____

Nurul Faatihah Binti Mohd Kamal Kannan

2017370471

Date of submission: 12th August 2020

ABSTRACT

Industrial training is one of the compulsory study requirements in order to fulfill students to hold a degree. It is a challenge to anyone who involved on it. I was chosen to do an internship at academic library which Perpustakaan UiTM Cawangan Melaka. I have been there for five months starting from 1rd February 2020 until 30th June 2020. Perpustakaan UiTM Cawangan Melaka is a one of the great mechanism to the students in order to acquire and gains a high quality of knowledge. It is also suitable place for Information Management's students to have the practical training. It is because Perpustakaan UiTM Cawangan Melaka has equipped in order to fulfill the studies and course. The report of this practical training consists of four chapters which are introduction, organizational information, industrial training activities, and industrial training reflection. The main inputs in this report are Chapter 3 and Chapter 4. I will explain in depth activity done within five months here and special project that I have done. Chapter 4 will cover about knowledge gained, personal thoughts, lesson learnt and limitation and suggestion from my perspective.

ACKNOWLEDGEMENT

Assalamu'alaikum warahmatullahi wabarakatuh

First and foremost, all praise is to Allah, the Almighty, the Benevolent for his blessings and guidance for giving me the inspirations to embark on this project and instilling in all of me the strength to see that this report becomes a reality.

I also owe deep debt of gratitude to Perpustakaan UiTM Cawangan Melaka staffs and Sir Mohd Ridzuan, my advisor. It is for their expert guidance, constant, encouragement and generosity during the period of accomplishing this task. Without their help, the report may not achieve completion.

It is privilege to express my sincere and grateful thanks to all lectures Bachelors in Information Management lectures. All of them have contributed greatly gives a guide and support in how to conduct a report.

With a feeling of humility, I acknowledge and appreciate the unfailing encouragement and support that I received from my beloved parents and husband. It was their support, encouragement and blessings that enabled me to concentrate and work wholeheartedly on this task.

I would also like to extend my appreciation to Universiti Teknologi MARA Kampus Rembau for providing me with the facilities vital to the completion of this report.

Thank you.

TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION

CHAPTER 2: ORGANIZATION INFORMATION

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

CHAPTER 4: REFLECTIVE WRITING

CHAPTER 5: CONCLUSION

LIST OF ABBREVIATIONS

LIBSYS   Library System Software

MCO   Movement Control Order

OPAC   Online Public Access Catalog

OSC   One Stop Center

PTAR   Perpustakaan Tun Abdul Razak

UiTM   Universiti Teknologi MARA

WILS   Web-Based Integrated Library Management System

LIST OF FIGURES

LIST OF TABLES

CHAPTER 1:

INTRODUCTION

1.0 Introduction

As a part of the curriculum and for the fulfillment of the requirements for completion of the Bachelor of Library Management, the Industrial Training subject IMC690 provides the pre-professional work experience with the specific assignments and responsibilities.

This subject involves five months equivalent work placement, paid or unpaid, located in an approved industrial site working under the supervision of an experienced Information Professional. During the industrial training, the student is expected to contribute to the activities of the workplace and to meet the same demands of work production and responsibility expected by the organization of their regular employees.

An Industrial Training program is relevant to the student's career interest and improves their marketability after graduation. The industrial training had been set for 5 months starting from 3rd February 2020 until 30th June 2020. The industrial training schedule is as below:

Table 1.0

Practical Training Schedule (3rd February 2020 – 30th June 2020)

Place:	Date:	Time:
Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah	3rd February 2020 – 8th May 2020	8.00 AM – 5.00 PM
Pusat Sumber Uitm Kampus Bandaraya Melaka	11th May 2020 – 22nd May 2020	8.00 AM – 5.00 PM
Perpustakaan UiTM Kampus Jasin Melaka	28th May 2020 – 10th June 2020	8.00 AM – 5.00 PM
Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah	11th June 2020 – 30th June 2020	8.00 AM – 5.00 PM

1.1 Background of the Organization

There are three UiTM campuses at Malacca which are Universiti Teknologi MARA (UiTM) Kampus Alor Gajah, Kampus Bandaraya Melaka and Kampus Jasin. Perpustakaan Universiti Teknologi MARA (UiTM) Cawangan Melaka founded on 15th August 1984 and it located on the main campus in Jalan Hang Tuah, Melaka at that time. Then, the library has moved to a permanent building located at Alor Gajah on October 1999. At this campus, total of 1600 readers may be stationed at the library at a time and 390 peoples in the Discussion Room.

Figure 1

Main Entrance of UiTM Kampus Alor gajah

Figure 2

PTAR UiTM Cawangan Melaka's building

Figure 3

Building of UiTM Kampus Bandaraya

Figure 4

Main entrance of UiTM Kampus Bandaraya

Figure 5

Main entrance of Pusat Sumber UiTM Kampus Bandaraya Melaka

Next, Pusat Sumber UiTM Kampus Bandaraya Melaka. It is located on the 1st and 12th floor of Graha Jaya Building, Jalan Hang Tuah, Melaka. The Level 12 Pusat Sumber UiTM Kampus Bandaraya Melaka was fully operational in January 2007, while Level 1 started operating in August 2007. Pusat Sumber UiTM Kampus Bandaraya Melaka is able to provide seats for 414 users at one time and the collection of reference materials provided is in line with the subjects offered. At Level 12, it provided bound magazines, student's thesis and Information Technology services. Hence, at Level 1 it provided books and newspaper materials for the users.
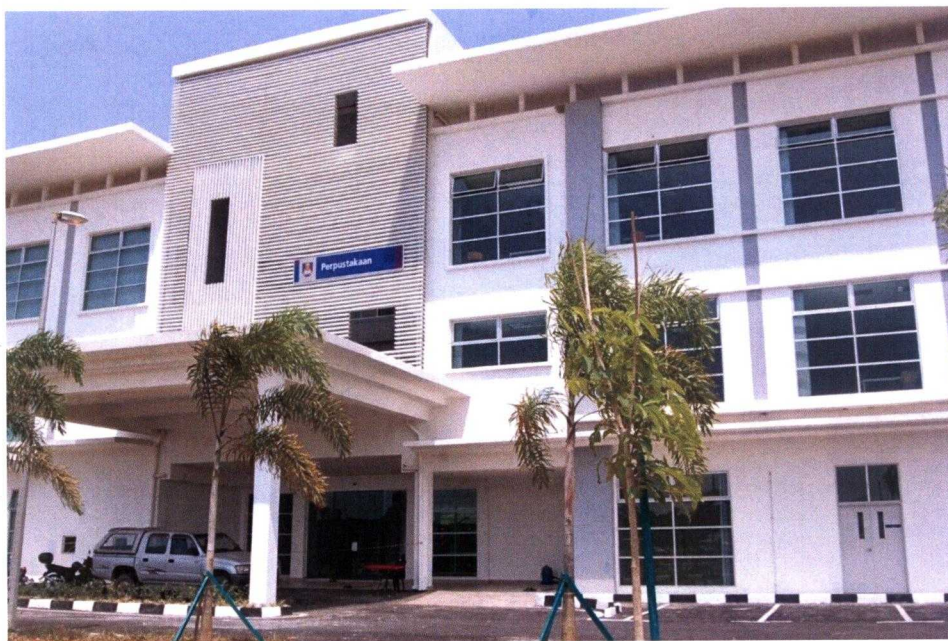
Figure 6

Building of Perpustakaan UiTM Kampus Jasin's building

Perpustakaan UiTM Kampus Jasin Melaka was built after the groundbreaking ceremony was premiered by the 5th Prime Minister YB Datuk Seri Najib Razak on 19 February 2011. The third campus building will make the three districts in Melaka Campus UiTM campus. Central Melaka District houses the City Campus, Alor Gajah District has Lendu campus, while Jasin district is built on 218-acre site at Felcra Seri Mendapat. The offer of Science and Technology based courses at Jasin Campus complement the combination of non-Science and Technology based courses at the Alor Gajah Campus and the City Campus. About 50% of the total number of students, about 2,500 students will be provided with living facilities. This means that the remaining 2,500 people will live off-campus. The library has 3 levels and can provide seats for 954 users at any one time.

1.1.1 Objectives of Perpustakaan UiTM Cawangan Melaka

1. Empowering the delivery of UiTM library services as a centre of information excellence that has always remained relevant, referred and respected.

2. Extending comprehensive, up to date and relevant sources of knowledge covers a variety of physical and virtual accessible formats.

3. Provides a conducive environment for teaching, learning and research.

4. Improve the latest information technology and communication facilities that are focused on customer needs.

5. Empowering human capital through PERDANA culture among PUiTM citizens.

6. Improve relationships and cooperation with outside organizations in industrial network activities.

1.1.2 Vision

Make UiTM and Excellence based university of excellence and academic excellence to lead the dynamic of Bumiputra in all world class professional fields to be born competitive, global and ethical graduates.

1.1.3 Mission

A substance for knowledgeable UiTM citizens through the access of comprehensive, relevant and up to date information and quality facilities to meet the needs of teaching, learning and research.

1.1.4 Quality of Policy

All citizens of Perpustakaan UiTM Cawangan Melaka are committed to provide the quality library services and implement the continuous improvement towards fulfilling the client's requirement in accordance with ISO 9001 Quality Management System Requirements.

1.1.5 Function

The function represents a written document of the library's effort and commitment in providing a range of services and facilities to the users as well as outlining the library's expectations for users.

Library shall:

1. Provide you with resources to meet your information needs.
2. Teach you on how to identify and use the resource.
3. Respond to all reference and information enquiries in a timely manner.
4. Provide you a comfortable, well-maintained and conducive study environment.
5. Treat you with respect.
6. Respond feedback and/or complaint on the services and facilities based on the procedure outlined by Quality Assurance Department.

Library asks you to:

1. Advise us on any resources that will help enhance the library collection.

2. Make the full use of the resources available to enhance your learning, teaching and research experience.

3. Treat us and your fellow users with respect.

4. Observe the library rules. Including but not limited to the use of library resources, the use of designated areas, and consumption of foods and drinks.

1.1.6 Department in Perpustakaan UiTM Cawangan Melaka

1. Unit Pembangunan Sumber Ilmu (UPSI)

2. Unit Pembangunan Bibliografik dan Pemprosesan Teknikal (UPBPT)

3. Unit Jilid

4. Unit Sistem

5. Unit Pentadbiran (UPTD)

6. Unit Perkhidmatan Pelanggan dan Pengurusan Koleksi (UPPPK)

7. Unit Perkhidmatan Maklumat (OSC)

8. Unit Sistem Teknologi Maklumat (USTM)

9. Unit Jurnal & Pangkalan Data (UJPD)

1.1.7 Collections

The collections of Perpustakaan UiTM Cawangan Melaka, Pusat Sumber Kampus Bandaraya and Perpustakaan UiTM Kampus Jasin are consists of printed materials and non-printed materials. This collection included:

1. Open Shelf collection

    ★ Open shelf collection is the collection of books in which users have unrestricted access. The loan period for these Open Shelf collections is two weeks. The users will get the fine RM0.20 per day for every late return book. The students can borrow maximum 20 items.

2. Audio Visual materials collection

    ★ This collection comprises of materials such as videos and compact discs. This collection is located at One Stop Center (OSC) Level1 at Perpustakaan UiTM Cawangan Melaka.

3. Daily Newspaper

    ★ Journal collection also provides the facilities of the daily newspapers. Titles of the daily newspaper subscribed by the library are made up of Berita Harian, Utusan Malaysia New Straits Times, The Starts, and Melaka Kini. Library users are permitted to read the newspaper at the daily newspaper reading space. Back issues of daily newspaper are kept at back issues newspaper room. Library users need to refer to journal service counter to obtain any back issue of the daily newspaper.

4. Reference collection

    ★ This collection has the sign of 'orange sticker' at the book's spine in the Perpustakaan UiTM Cawangan Melaka and they are located at the first floor for Perpustakaan UiTM

- Cawangan Melaka meanwhile for the Pusat Sumber UiTM Kampus Bandaraya and Kampus Jasin, they are located at ground floor. The reference collection comprises reference books such as encyclopedias, dictionaries, almanacs, maps, yearbooks, and etc. this reference collection is restricted and only can be used in the library.

5. Examination Papers collection

- The examination papers collection is only in online form and the users can access to these collection through the library website. The users need go to EQPS website and login by using their student number. Hence, the students also can download and save the questions paper in PDF format.

6. Periodicals collection

- Perpustakaan UiTM Cawangan Melaka also provides the periodicals collection such as bound journal and current journal. This collection can only be used and referred to in the library.

7. Student Projects collection

- Students Projects collection is the final year student's projects (FYP). This collection can only be used and access in the library only. They are included of Faculty of Science Computer, Law, Business, and others. The users need to get permission from the library staff in order to use this collection. Besides that, there are two formats that available which are digital and printed format.

Here is the list of materials for the faculty that available:

➢ Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

Table 1.1

Materials that available at UiTM Cawangan Melaka Kampus Alor Gajah

Faculty:
Faculty or Accountancy
Faculty or Art & Design
Faculty of Mass Communication

➢ Pusat Sumber UiTM Kampus Bandaraya Melaka

Table 1.2

Materials that available at Pusat Sumber UiTM Kampus Bandaraya Melaka

Faculty:
Faculty of Hotel & Tourism
Faculty of Business Management

➤ Perpustakaan UiTM Kampus Jasin

Table 1.3

Materials that available at Perpustakaan UiTM Kampus Jasin

Faculty:
Faculty of Agriculture
Faculty of Science Computer

1.1.8 Address

1. Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

    Perpustakaan UiTM Melaka

    KM 26, Jalan Lendu,

    78000 Alor Gajah, Melaka

2. Pusat Sumber UiTM Kampus Bandaraya Melaka

    Pusat Sumber Kampus Bandaraya Melaka

    Universiti Teknologi MARA,

    110 Jalan Hang Tuah,

    75300, Melaka, Bandaraya Bersejarah.

2. Perpustakaan UiTM Kampus Jasin

   Perpustakaan UiTM Kampus Jasin

   Jalan Lembah Kesang 1/1-2,

   Kampung Seri Mendapat,

   77300 Merlimau, Melaka, Malaysia

1.1.9 Logo

Figure 7

Universiti Teknologi MARA (UiTM) official logo
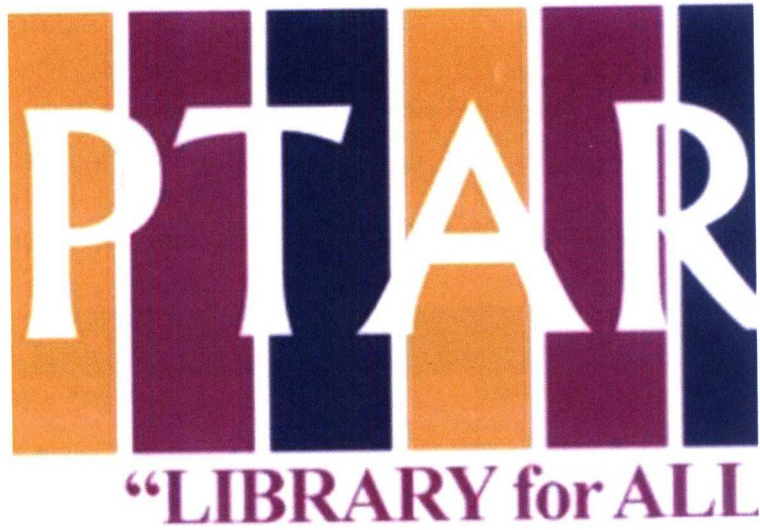
Figure 8

PTAR's Logo

Figure 9

PTAR's Logo

1.1.10 Operation Hours

➤ Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

Table 1.4

Operation hours for Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

DAY:	TIME:
Monday – Friday	8.30 AM – 9.45 PM
Saturday - Sunday	10.15 AM – 2.45 PM

➤ Pusat Sumber UiTM Kampus Bandaraya Melaka

Table 1.5

Operation hours for Pusat Sumber UiTM Kampus Bandaraya Melaka

DAY:	TIME:
Monday - Friday	8.30 AM – 9.45 PM
Saturday - Sunday	10.15 AM – 2.45 PM

➤ Perpustakaan UiTM Kampus Jasin Melaka

Table 1.6

Operation hours for Perpustakaan UiTM Kampus Jasin Melaka

DAY:	TIME:
Monday - Friday	8.30 AM – 6.45 PM
Saturday - Sunday	CLOSE

WAKTU PERKHIDMATAN
PERPUSTAKAAN UiTM CAWANGAN MELAKA

KAMPUS ALOR GAJAH & BANDARAYA MELAKA

HARI	MASA
Isnin - Jumaat	8.30 pg – 9.45 mlm
Sabtu & Ahad	10.15 pg – 2.45 ptg

OPEN LIBRARY
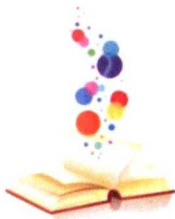
KAMPUS JASIN

HARI	MASA
Isnin - Jumaat	8.30 pg – 4.45 ptg
Sabtu & Ahad	TUTUP

Figure 10

Operation hours of three campuses library

1.1.12 Library Regulation

➤ Enter to library

1. The use of the library is permitted only to registered customers or visitors who have obtained special approval only. This condition also applies to the services and facilities provided.

2. Users are not allowed to bring children (under 7) into the library.

3. Users must check in to the library by touching the student card/staff card at the library barrier gate using the system (Perpustakaan UiTM Kampus Jasin).

➤ Use of student card / UiTM staff card

1. Users must always show student card/staff card while in the library. Failure to do so may result in the customer being prohibited from using the serviced and facilities provided.

2. Making a loan using a student card / other customer's staff card is a mistake. The borrower is fully responsible for the borrowed materials.

➤ Use of seating area and library facilities

1. Library Users are not allowed to make noise.

2. Booking is not allowed. Books and other tools left on chairs and tables for a long period of time will be collected by library staff.

3. Damage to library property is a mistake including defaming, tearing, and cutting, damaging or destroying library materials.

4. Transferring library materials from one level or collection without a loan is an irresponsible offense and will inconvenience others to refer.

➢ Personal belongings

1. Bags (except handbags), including laptop bags, umbrellas, helmets, parcels and so on cannot be brought into the Library. It should be stored in a locker provided outside the library.

2. The library shall not be liable for any loss or damage to property of any individual.

1.2 Services

1.2.1 (a) Customers

➤ Internal member

1. Perpustakaan UiTM Cawangan Melaka operates using WILS library system. Only registered customers are allowed to make material loans. Customers who wish to borrow books must carry books and student /staff card to the customer service counter.

2. UiTM students and staff are automatically members of the library. Students are automatically registered as a library member and use a matrix / UiTM card as a membership card. Whereas, staff need to register as library members by filling out a customer data form.

➤ Outside member

1. Fill out the Customer Data Form (External Membership) and attach the passport size photograph. The completed form must be submitted at Customer Service Counter.

2. Customers need to provide supporting evidence such as retiree cards, UiTM (Alumni) cards or any copy of the end of school authentication documents or their respective organization's staff card.

3. Payment of library membership fees is to be paid via online payment/transfer of money to Islamic Bank Account, numbered: 04024010016752 or

4. Payment at Trust Account Management Counter, UiTM Treasurer Office of Melaka Branch, Alor Gajah Campus

5. Payment receipts from the Treasurer or online payment slip should be shown to staff at customer service counter during the registration of membership.

6. Will be made after the payment is outlined (1 working day)

7. Customers will be notified when membership card is completed and can be claimed at UiTM Library Customer Services Counter at Melaka Branch

8. The only allowable facility is to make references and loans (for members paying only collateral money)

9. All outside experts are allowed to refer and use all the services offered by the library (all library locations in Melaka)

10. Every external member is responsible for reporting to the library any change of address or loss of membership card.

1.2.2 (b) Borrowing and Returns

➢ Borrowing

1. Only registered members are provided book loan facilities.

2. Book lending can be made at a self-check machine or library customer service counter.

3. Client must use UiTM student card/ student card during the loan transaction.

4. Making a loan using a student card / other customer's staff card is a mistake.

5. The borrower is fully responsible for the books borrowed

6. .Books borrowed by the customer must be returned according to the specified return date

7. Customers need to make immediate reports in the library if the book is missing or damaged. Negligence to do so may lead to late payment of book reductions.

8. Book libraries taken out must be legally sent.

9. Customers who carry out library books without permission are a major offence and may be subject to action by UiTM library.

➢ Returns

1. Book return may be made at the library customer service counter or book drop machine.

2. The borrowed book must be returned on or before the scheduled return date. A fine of RM0.20 per day will be charged to the customer (student category) late returning the book.

3. The customer shall ensure that the records of the returned books have been cancelled before leaving the customer service counter.

4. A reminder email will be issued there days (3 days) before to the return date to enable the customer to renew or repay the loan.

5. The library reserved the right to withhold loans and other services to the customer if the material has not been returned after the notice is issued.

6. The library reserves the right to recall items borrowed from the customer if they require the material.

7. The late penalty for lost material will also be charged and will be calculated from the date the material should be returned until the material is lost by the customer.

➢ Renewal of materials

1. Material renewal can be made if the loan term expires.

2. The duration is the same as the normal loan period.

3. Renewals can be made only twice if no booking from other users.

- Fine

  1. A fine of RM0.20 per book will be charged for the customer (student category) late returning the borrowed book. (Fines are not counted on Saturday / Sunday / Public Holidays).

  2. Customer who does not disclose their fines, will not be allowed to renew or borrow the next book.

- Book renewal

  1. Renewal can be made through the library customer service counter or self-check machine or online according to the allowable qualification period.

  2. The renewal of the book is unlimited for library users.

  3. Book renewal is allowed if the book has been reserved by other customers.

  4. This service is not permitted if the late payment penalty has not been settled or the book has exceeded the loan term (overdue) has not been returned to the library.

- Book bookings

  1. Reservation of materials can also be made through the WILS System.

  2. The reservation letter will be posted on the board's offices outside the library.

  3. Duration 7 days after the booking letter is issued, the order will be cancelled and the book will be re-inserted into the shelves if no book loan claims are made by the user.

> Inter Library Loan (ILL)

The publishing system is a service based on information sharing for the library in Malaysia. This service allows the customer to borrow the original material or obtain copy material which is not available at UiTM Library. Customers who are eligible for this service may apply the materials required through the library.

> Sistem Pembekalan Penerbitan (SPP) service at Perpustakaan UiTM Cawangan Melaka

Perpustakaan UiTM Cawangan Melaka is a member of the SPP Malaysia consortium and registered with the National Library of Malaysia (PNM). The SPP service at Perpustakaan UiTM Melaka Branch is divided into 3 categories:

- Internal SPP (customer application at Melaka Branch UiTM Library)
- External SPP (application for UiTM branch campus / State Library)
- External SPP (application for SPP Malaysia Consortium)

> Internal SPP (customer application at Melaka Branch UiTM Library)

The internal client application of UiTM Library Melaka Branch to borrow materials from the outside library. The number of book and article authorization permitted at one time is as follows:

Table 1.7

Total of books that can be borrow by staff and students

Status:	Number of books (max) :	Number of articles (max):
Staff	3	3
Students	3	3

> External SPP (application for UiTM branch campus / State Library)

Applications are received from the library of branch/state campuses in UiTM. The loan regulations and qualifications are as follows:

1. Maximum of 20 books at a time

2. Loan term – per month (28 days)

Materials that are allowed for lending are books (open collections) and articles only.

> External SPP (application for SPP Malaysia Consortium)

Application received from an organization with SPP consortium to borrow materials at the UiTM Library of Melaka Branch. The loan regulations and qualifications are as follows:

1. Maximum of 10 books at a time.

2. Loan term – per month (28 days).

Materials that are allowed for lending are books (open collections) and articles only.

➤ Use of locker

Free locker services are provided for student's convenience of locked and unlocked lockers.
Locked locker loan is required via the UiTM customer service counter at Melaka Branch.

1.2.3 (c) Information

➤ Library Orientation

1. Library orientation is one of the activities/programs conducted every semester begins.

2. The purpose is to explain and provide information about the services offered by the library to assist students throughout the learning process.
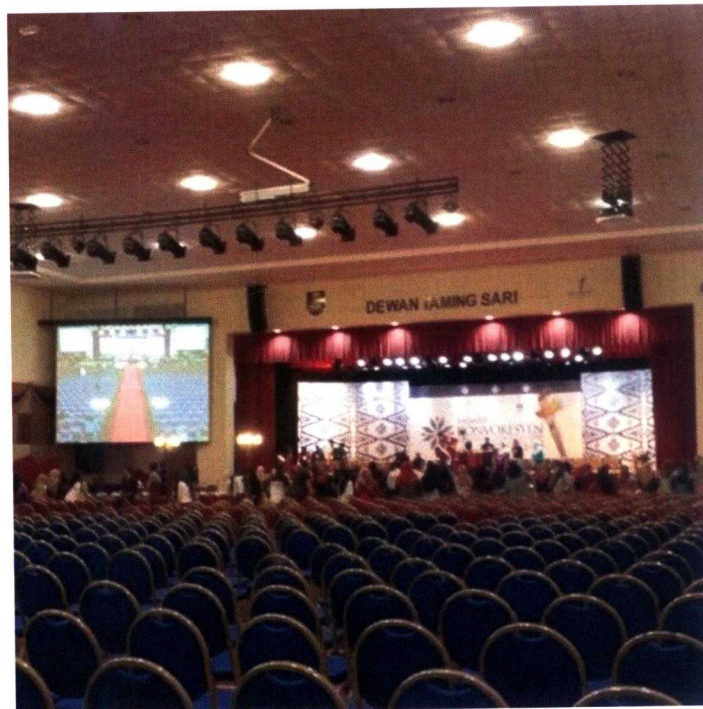
Figure 11

Environment at Library Orientation held at Dewan Taming Sari UiTM Alor Gajah

- Information Skill Class

- Information Skill Class Modules:

    1. Library Briefing

    2. Information Skills Basis

    3. Research Skills at Library

    4. Accessing Online Database Skill

    5. Accessing Digital Collection

    6. Accessibility Information Through the internet

Figure 12

Information Skill Classes

- Class booking request:
  - Library of UiTM Melaka (Alor Gajah)

    Hazlin Ibrahim Khan

    Senior Librarian

    KM 26, Jalan Lendu,

    78000 Alor Gajah, Melaka

    Tel: 06-5582086

    Faks: 06-5582092

    Emel: hazlinkhan@melaka.uitm.edu.my

    Website: Melaka.uitm.edu.my/library

  - Melaka City Campus Library

    Ilya Nur Fateen Othman

    Librarian

    Resource Center of Melaka City Campus,

    110 Jalan Hang Tuah

    75300 Melaka City of Historical

    Tel: 06-2857080

    Email: nurfateen@bdrmelaka.uitm.edu.my

    Website: melaka.uitm.edu.my/library

  - Library of UiTM Melaka, Jasin Campus

    Nurayuni Dayana Bt Nor Azman

    Librarian

    UiTM Jasin Campus

77300 Merlimau,
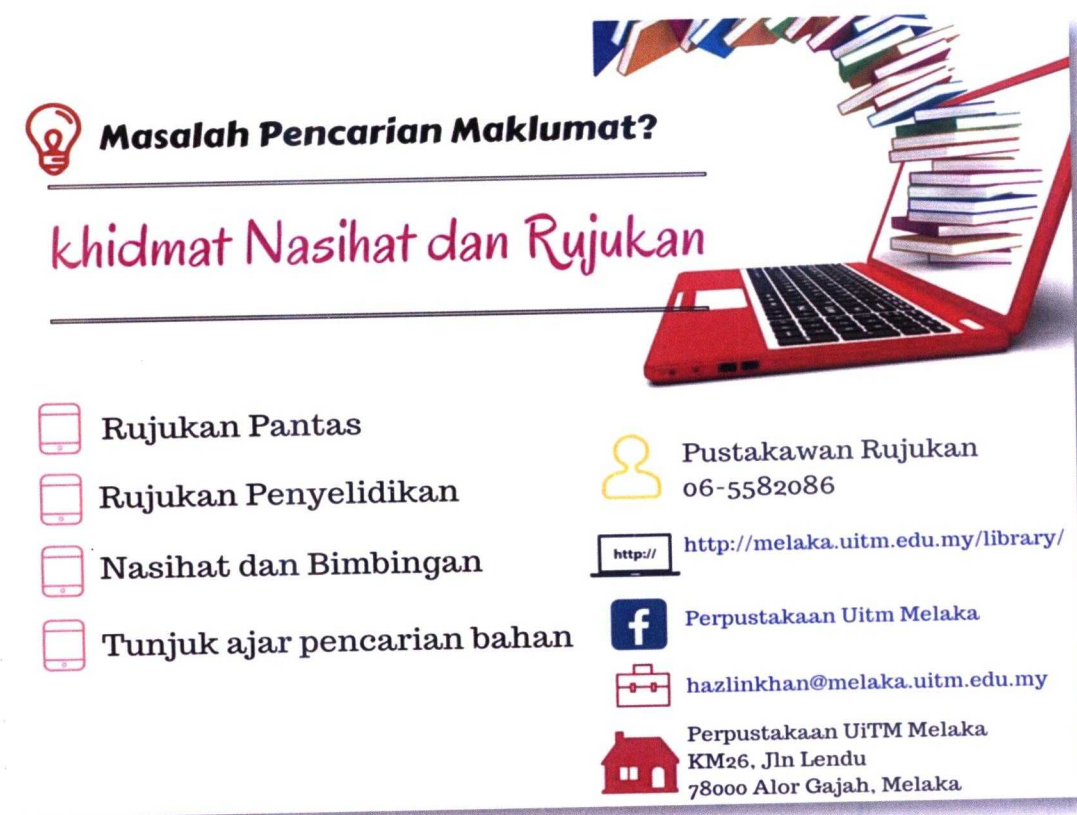
Melaka Historial City.

Tel: 06-2645540

Email: nurayunidayu@melaka.uitm.edu.my

Website: melaka.uitm.edu.my/library

➢ Advice and Referral Services

Figure 13

Advice and referral services poster

➤ Online thesis

Figure 14

Online thesis at UiTM

> Live Chat @Librarian

Figure 15

Live chat with Librarian's poster

1.2.4 (d) Information Computer of Technology (ICT)

➤ Computer usage

1. A total of 110 internet computer terminals are provided.

2. 2 hours usage for a user.

3. Users are required to bring a student card/staff card to launch the PC usage registration process.

4. User who damage the hardware or services such as chatting or pornographic will be automatically cancelled.

➤ Photocopying and Printing

1. A total of three photocopies and printouts are provided at the Information Technology Unit, Perpustakaan UiTM Cawangan Melaka.

2. Users need to purchase top-up (Cash Desk) at the main counter library.

3. Print cost:

Table 1.8

Printing charge at UiTM's library

Color print	RM1.50 per piece
Black / white print	RM0.10 per piece

➤ CD Reference

1. The library provides referral services on CD collections that are included with the purchase of book collections in the library.

2. This collection is only permitted in the library only.

3. They deal with staff at Information Technology Unit, Perpustakaan UiTM Cawangan Melaka.

1.2.5 (e) Journals and Database

1. Loans for 2 hours / 2 letters only.

2. Loans and returns are made at One-Stop Centre counter.

3. Users are allowed to make copies of journals/magazines for reference and learning purposes.
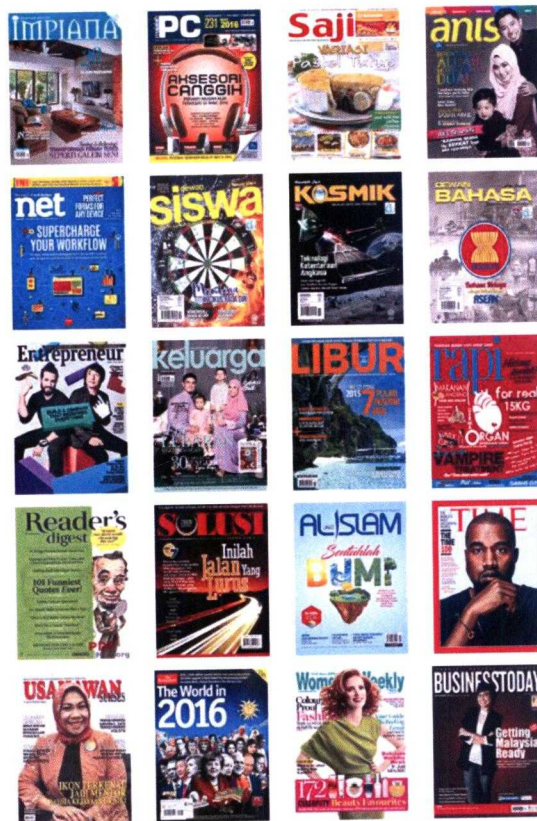
Figure 16

Variety of journals that subscribed by UiTM's library

1.2.6 (f) Library Information Guide

Figure 17

Revolution QR Codes at UiTM Melaka Library
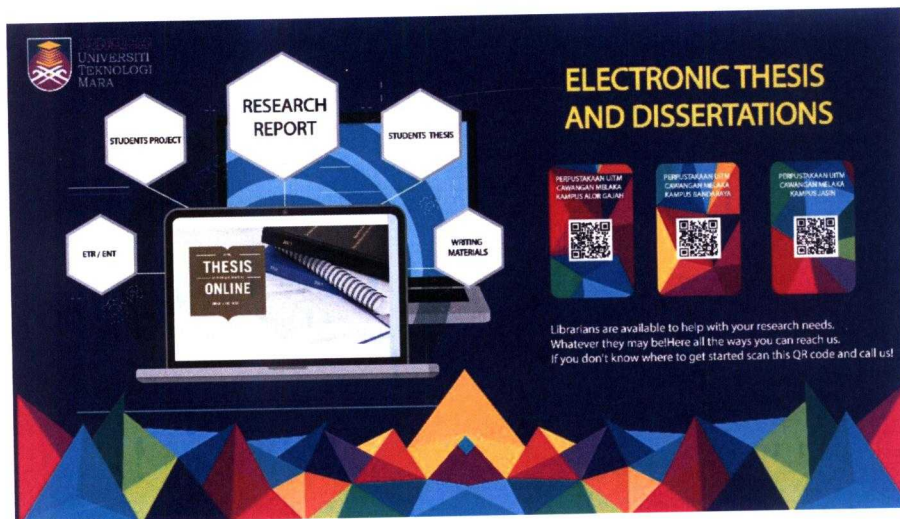
Figure 18

Electronic Thesis and dissertations

1.3 System

➢ WILS (LIBSYS)
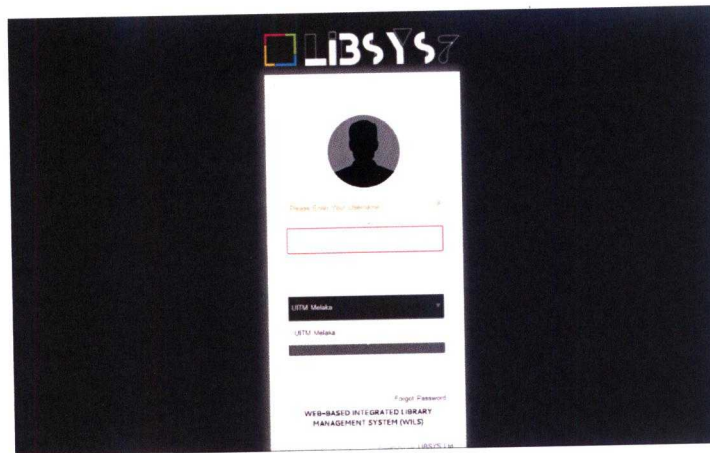
Figure 19

WILS (LIBSYS)'s website interface

➢ UiTM Institutional Repository

Figure 20

UiTM Institutional Repository's website interface

> UiTM Public Repository

Figure 21

UiTM Public Repository's website interface

> Online Database
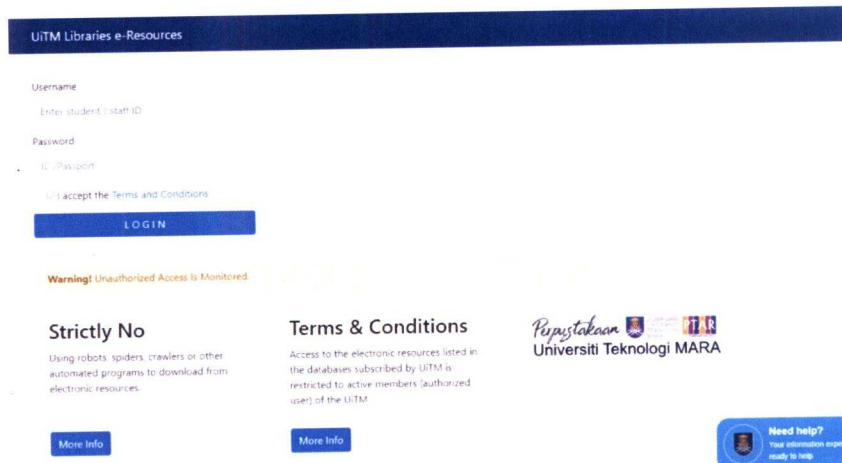
Figure 22

UiTM Libraries e-Resources's website interface

➤ Electronic Question Paper System (EQPS)
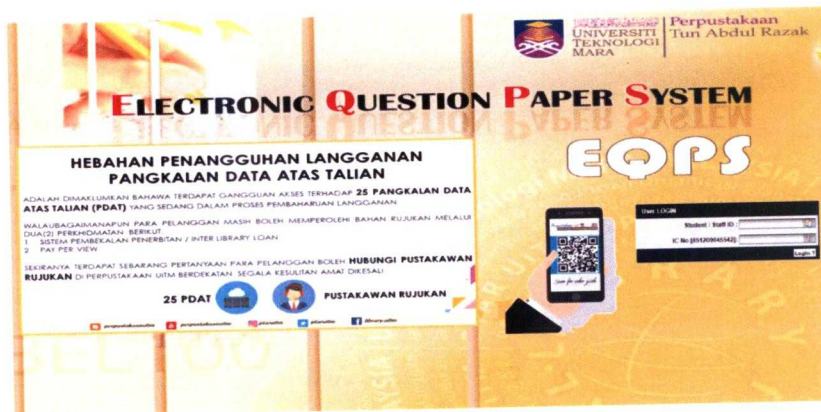
Figure 23

Electronic Question Paper System's website interface

➤ Online Public Access Catalog (Web Opac)
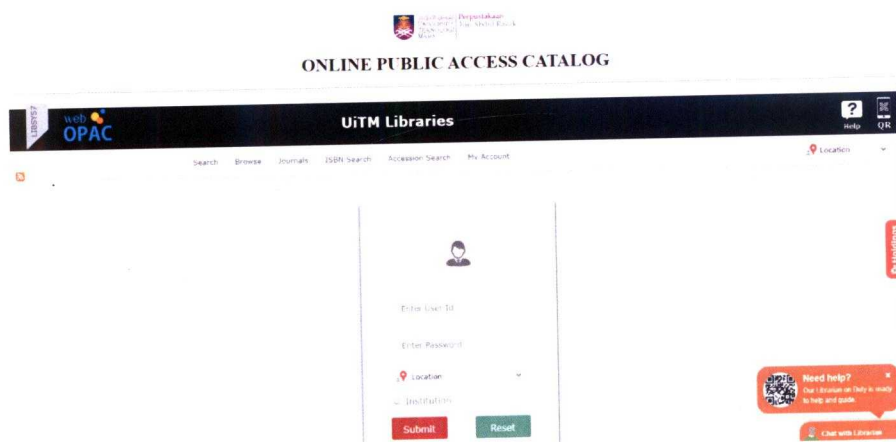
Figure 24

Online Public Access Catalog's website interface

➢ Malaysian Academic Library Institutional Repository (MALRep)
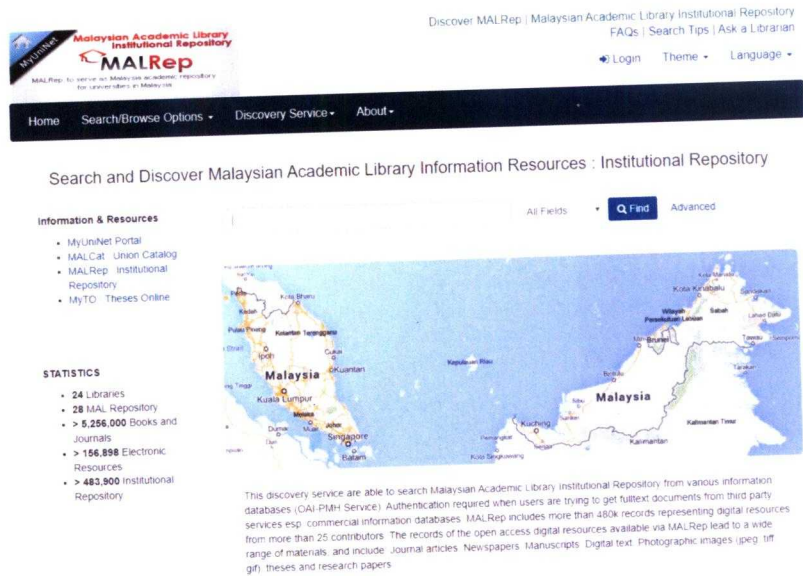
Figure 25

Malaysian Academic Library Institutional Repository (MALRep)'s website interface

➢ MyKNOWLEDGE Portal
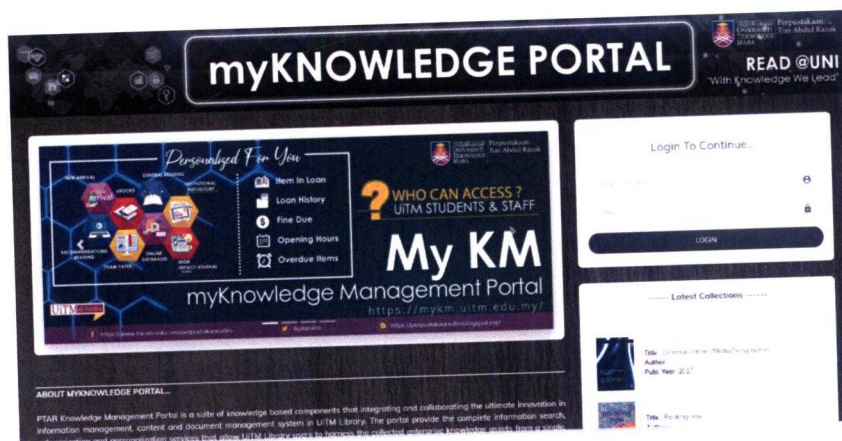
Figure 26

MyKNOWLEDGE Portal's website interface

1.4 Facilities

➤ Wireless signup
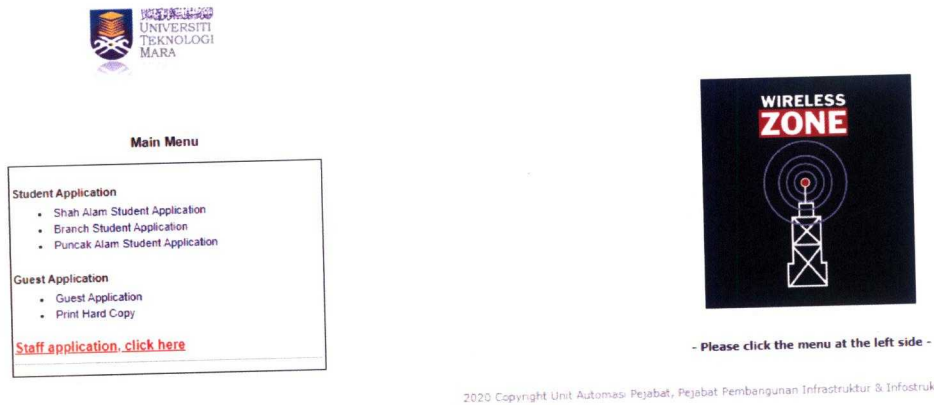
Figure 27

Interface website for user who wants to register Wi-Fi

➤ Bilik Didik Hibur

1. New room for all users of Perpustakaan UiTM Kampus Jasin

2. Men's Entertainment Room at Level 1

3. Girls' Entertainment Room at Level 2

4. User will deal with staff at main counter, Perpustakaan UiTM Kampus Jasin.

Figure 28

Bilik Didik Hibur, located at Perpustakaan UiTM Kampus Jasin

➢ Projek Waqaf

Waqaf Project is receive journal materials such as general reading materials, faculty textbooks, educational magazines, Quran and dictionaries from anyone who wants to donate the books to the library campus Jasin.
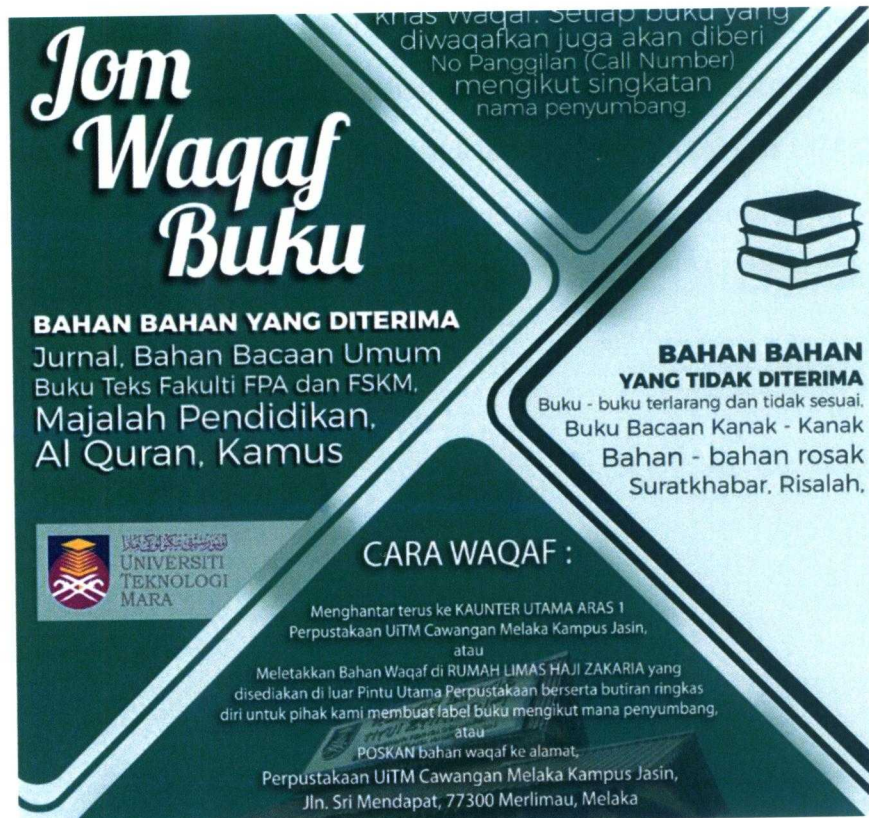
Figure 29

Project Waqaf's poster

➢ Learning Space @ 247

'Learning Space @ 24/7' originally known as the 24-Hour Reading Room has been

upgraded and enhanced for the convenience and convenience of UiTM Melaka Branch

Melaka City Campus. This space is fully ready on May 29, 2019 and will open for use on

June 10, 2019. The original space can only accommodate 24 people at a time. Once

upgraded the space was able to accommodate 66 people at a time. This space has also

been completed with almost 40? point of electricity, air conditioning and wifi facilities. Internet speed at Malacca City Campus has also been increased to 1GB. This space can be used for 24 hours and 7 days a week. It is hoped that the campus UiTMCM campus will be able to take care of this facility and make the best use of it.

Figure 30

Learning Space @ 24/7 room that available at Bandaraya Campus

1.5 Organizational Chart of Perpustakaan UiTM Cawangan Melaka
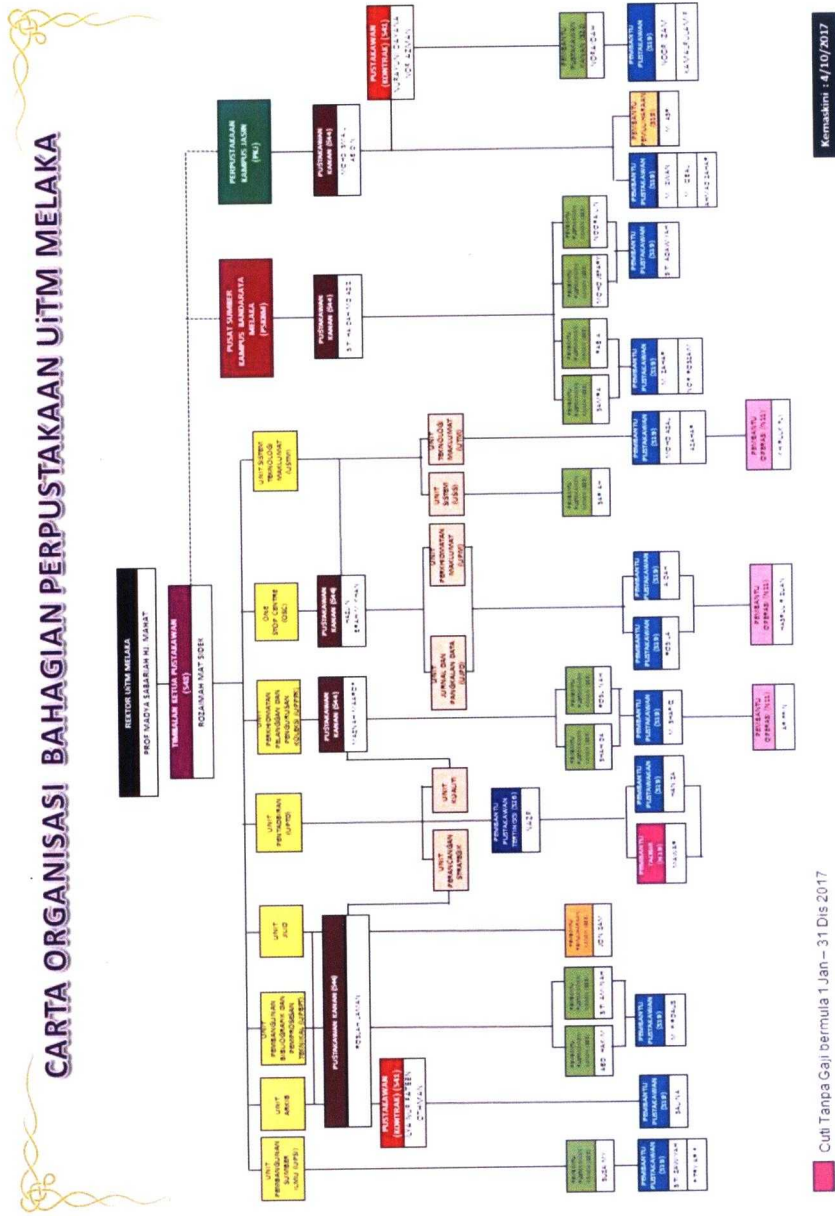
Figure 31

Perpustakaan UiTM Cawangan Melaka's Organizational Chart

1.5.1 Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

➢ Librarian in Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

Table 1.9

List of librarian names at Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

Name:	Position:	Gred:
Noor Hayati Abu Kassim	Timbalan Ketua Pustakawan	S48
Roslah Laman	Pustakawan Kanan	S44
Maznah Maarof	Pustakawan Kanan	S44
Hazlin Ibrahim Khan	Pustakawan Kanan	S44

➢ Staff in Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

Table 1.10

List of staff names at Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

Name:	Position:	Gred:
Nazri Abu Bakar	Pembantu Pustakawan Tertinggi	S26
Suzaimy Senin	Pembantu Pustakawan Kanan	S22
Abd Hakim Abd Karim	Pembantu Pustakawan Kanan	S22
Siti Aminah Ismail	Pembantu Pustakawan Kanan	S22
Roslinah Harun	Pembantu Pustakawan Kanan	S22
Shahida Talip	Pembantu Pustakawan Kanan	S22
Sariah Che' Man	Pembantu Pustakawan Kanan	S22
Jonizam Abu Kasim	Pembantu Pemuliharaan Kanan	J22

Siti Zawiyah Mahat	Pembantu Pustakawan	S19
Mohd Firdaus Zakaria	Pembantu Pustakawan	S19
Mohd Shafiq Snin	Pembantu Pustakawan	S19
Azahar Nordin	Pembantu Pustakawan	S19
Salina Salehin	Pembantu Pustakawan	S19
Aidah Yazid	Pembantu Pustakawan	S19
Rosilah Nordin	Pembantu Pustakawan	S19
Haniza Sirun	Pembantu Pustakawan	S19

1.5.2 Pusat Sumber UiTM Kampus Bandaraya Melaka

➢ Librarian in Pusat Sumber UiTM Kampus Bandaraya Melaka

Table 1.11

List of librarian names at Pusat Sumber UiTM Kampus Bandaraya Melaka

Name:	Position:	Gred:
Siti Haidah Md Aziz	Pustakawan Kanan	S44
Ilya Nur Fateen Othman	Pustakawan (Kontrak)	S41

➢ Staff in Pusat Sumber UiTM Kampus Bandaraya Melaka

Table 1.12

List of staff name at Pusat Sumber UiTM Kampus Bandaraya Melaka

Name:	Position:	Gred:
Rabia Abu Bakar	Pembantu Pustakawan Kanan	S22

Samra Ahmad	Pembantu Pustakawan Kanan	S22
Noorailin Miskan	Pembantu Pustakawan Kanan	S22
Mohd Jefary Jantan	Pembantu Pustakawan Kanan	S22
Mohd Zahari Zubir	Pembantu Pustakawan	S19
Siti Adawiyah Salim	Pembantu Pustakawan	S19
Nor Roszaimi Yaalam	Pembantu Pustakawan	S19

1.5.3 Perpustakaan UiTM Kampus Jasin

➤ Librarian in Perpustakaan UiTM Kampus Jasin

Table 1.13

List of librarian names at Perpustakaan UiTM Kampus Jasin

Name:	Position:	Gred:
Mohd Ismail Abidin	Pustakawan Kanan	S44
Nurayuni Dayana Nor Azman	Pustakawan (Kontrak)	S41

➤ Staff in Perpustakaan UiTM Kampus Jasin

Table 1.14

List of staff names at Perpustakaan UiTM Kampus Jasin

Name:	Position:	Gred:
Noraida K.H Abdul Ali	Pembantu Pustakawan Kanan	S22
Muhd Asri Abu Hashim	Pembantu Pemuliharaan	J19
Mohd Zahari Ahmad	Pembantu Pustakawan	S19
Muhd Iqbal Mohamad	Pembantu Pustakawan	S19
Kamalrulamir Amat	Pembantu Pustakawan	S19

Noor Izam Samin	Pembantu Pustakawan	S19
Muhd Izwan Ibrahim	Pembantu Pustakawan	S19

CHAPTER 2:

ORGANIZATION

INFORMATION

2.0 Organizational Structure

An organizational structure in Perpustakaan UiTM Cawangan Melaka is a system that outlines how certain activities are directed to achieve the goals of the organization. These activities can include rules, roles, and responsibilities. The organizational structure also determines how information flows between levels within the library. For example, in a centralized structure in Perpustakaan UiTM Cawangan Melaka, decisions flow from the top down, while in a decentralized structure, decision-making power is distributed among various levels of the organization. Having an organizational structure in place allows the library to remain efficient and focused.

2.0.1 Librarian in Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah
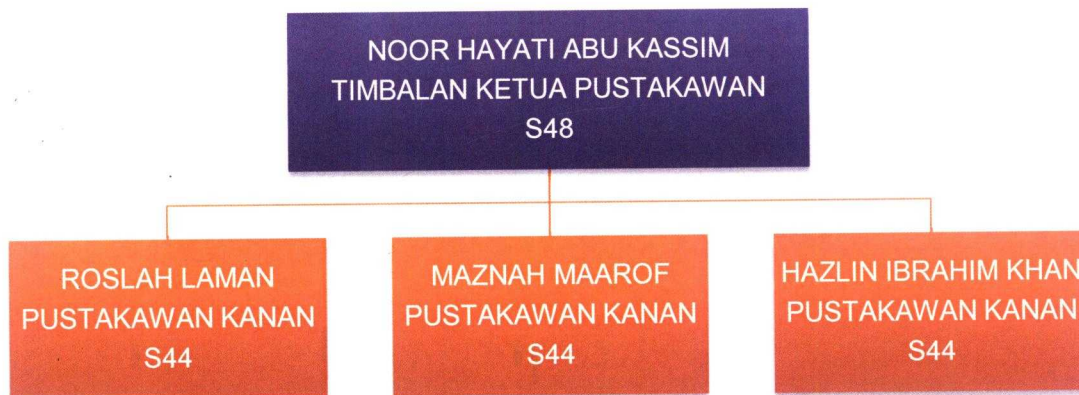
NOOR HAYATI ABU KASSIM
TIMBALAN KETUA PUSTAKAWAN
S48

ROSLAH LAMAN
PUSTAKAWAN KANAN
S44

MAZNAH MAAROF
PUSTAKAWAN KANAN
S44

HAZLIN IBRAHIM KHAN
PUSTAKAWAN KANAN
S44

2.0.2 Librarian in Pusat Sumber UiTM Kampus Bandaraya Melaka

```
┌─────────────────────────────────┐
│   NOOR HAYATI ABU KASSIM         │
│   TIMBALAN KETUA PUSTAKAWAN      │
│   S48                            │
└─────────────────────────────────┘
        │
   ┌────┴─────────────────┐
┌──────────────────┐  ┌──────────────────────┐
│ SITI HAIDAH MD   │  │ ILYA NUR FATEEN      │
│ AZIZ             │  │ OTHMAN               │
│ PUSTAKAWAN KANAN │  │ PUSTAKAWAN (KONTRAK) │
│ S44              │  │ S41                  │
└──────────────────┘  └──────────────────────┘
```

2.0.3 Librarian in Perpustakaan UiTM Kampus Jasin

```
┌─────────────────────────────────┐
│   NOOR HAYATI ABU KASSIM         │
│   TIMBALAN KETUA PUSTAKAWAN      │
│   S48                            │
└─────────────────────────────────┘
        │
   ┌────┴─────────────────┐
┌──────────────────┐  ┌──────────────────────┐
│ MOHD ISMAIL      │  │ NURAYUNI DAYANA NOR  │
│ ABIDIN           │  │ AZMAN                │
│ PUSTAKAWAN KANAN │  │ PUSTAKAWAN (KONTRAK) │
│ S44              │  │ S41                  │
└──────────────────┘  └──────────────────────┘
```
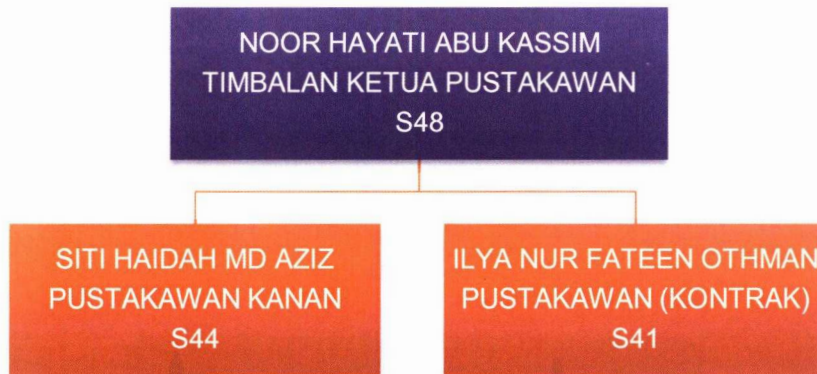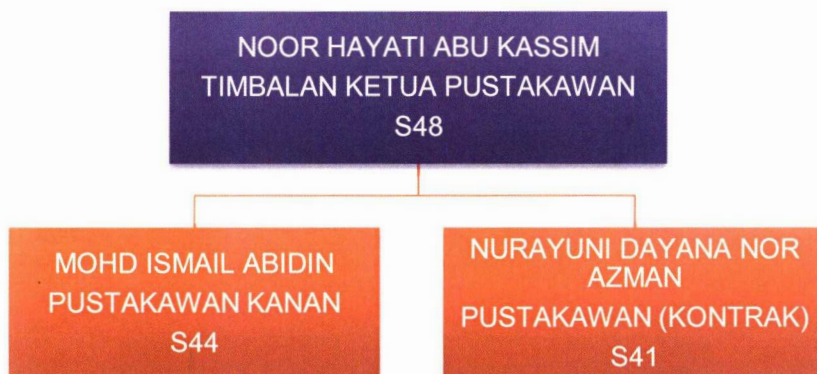
2.1 Departmental Structure

2.1.1 Staff in Administration Unit in Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

```
┌─────────────────────────────────┐
│    NOOR HAYATI ABU KASSIM       │
│    TIMBALAN KETUA PUSTAKAWAN    │
│              S48                │
└─────────────────────────────────┘
                │
┌─────────────────────────────────┐
│       NAZRI ABU BAKAR           │
│  PEMBANTU PUSTAKAWAN TERTINGGI  │
│              S26                │
└─────────────────────────────────┘
                │
┌─────────────────────────────────┐
│         HANIZA SIRUN            │
│      PEMBANTU PUSTAKAWAN        │
│              S19                │
└─────────────────────────────────┘
```
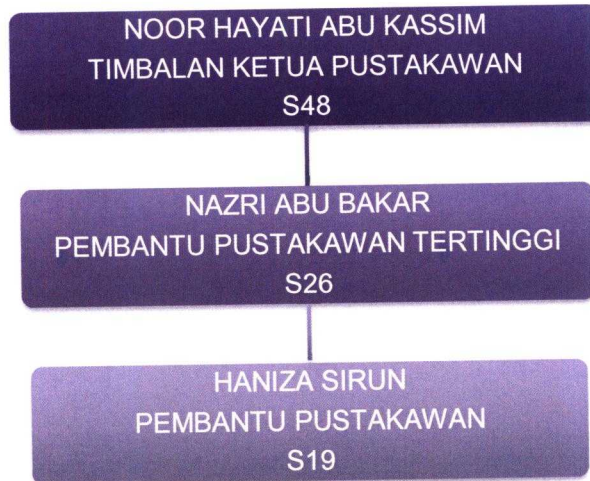
2.1.2 Staff in Unit Pembangunan Sumber Ilmu (UPSI) Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

```
┌─────────────────────────────────┐
│        SUZAIMY SENIN            │
│  PEMBANTU PUSTAKAWAN KANAN      │
│              S22                │
└─────────────────────────────────┘
                │
┌─────────────────────────────────┐
│      SITI ZAWIYAH MAHAT         │
│     PEMBANTU PUSTAKAWAN         │
│              S19                │
└─────────────────────────────────┘
                │
┌─────────────────────────────────┐
│         HANIZAH SIRUN           │
│      PEMBANTU PUSTAKAWAN        │
│              S19                │
└─────────────────────────────────┘
```
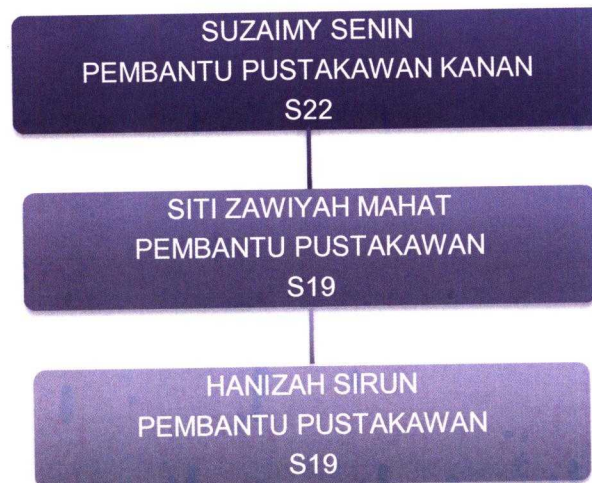
2.1.3 Staff in Unit Pembangunan Bibliografik dan Pemprosesan Teknikal (UPBPT) Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

```
                    ┌─────────────────────────┐
                    │      ROSLAH LAMAN       │
                    │    PUSTAKAWAN KANAN      │
                    │          S44            │
                    └─────────────────────────┘

┌─────────────────────────┐         ┌─────────────────────────┐
│  ABD HAKIM ABD KARIM    │         │   SITI AMINAH ISMAIL    │
│   PEMBANTU PUSTAKAWAN   │         │   PEMBANTU PUSTAKAWAN   │
│          KANAN          │         │          KANAN          │
│          S22            │         │          S22            │
└─────────────────────────┘         └─────────────────────────┘

            ┌─────────────────────────┐
            │  MOHD FIRDAUS ZAKARIA   │
            │   PEMBANTU PUSTAKAWAN   │
            │          S19            │
            └─────────────────────────┘
```

2.1.4 Staff in Unit Jilid Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

```
            ┌─────────────────────────┐
            │      ROSLAH LAMAN       │
            │    PUSTAKAWAN KANAN      │
            │          S44            │
            └─────────────────────────┘

            ┌─────────────────────────┐
            │    JONIZAM ABU KASIM    │
            │ PEMBANTU PEMULIHARAAN KANAN │
            │          J22            │
            └─────────────────────────┘
```
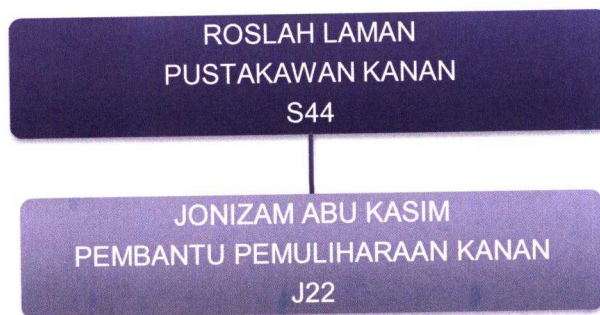
2.1.6 Staff in Unit Pentadbiran Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

```
┌─────────────────────────────┐
│      NAZRI ABU BAKAR        │
│   PEMBANTU PUSTAKAWAN       │
│        TERTINGGI            │
│          S26                │
└─────────────────────────────┘
              │
┌─────────────────────────────┐
│      HANIZA SIRUN           │
│   PEMBANTU PUSTAKAWAN       │
│          S19                │
└─────────────────────────────┘
```

2.1.7 Staff in Unit Jurnal & Pangkalan Data PTAR UiTM Cawangan Melaka Kampus Alor Gajah

```
┌─────────────────────────────┐
│                             │
│     Hazlin Ibrahim Khan     │
│   Pustakawan Kanan S44      │
│                             │
└─────────────────────────────┘
```

2.1.8 Staff in Unit Perkhidmatan Pelanggan dan Pengurusan Koleksi (UPPPK) Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

```
                    ┌─────────────────────────┐
                    │     MAZNAH MAAROF        │
                    │   PUSTAKAWAN KANAN       │
                    │         S44              │
                    └─────────────────────────┘
              ┌──────────────┴──────────────┐
    ┌──────────────────────┐    ┌──────────────────────┐
    │   SHAHIDA TALIP       │    │   ROSLINAH HARUN      │
    │ PEMBANTU PUSTAKAWAN   │    │ PEMBANTU PUSTAKAWAN   │
    │      KANAN            │    │      KANAN            │
    │       S22            │    │       S22             │
    └──────────────────────┘    └──────────────────────┘

          ┌──────────────────────┐
          │   MOHD SHAFIQ SENIN   │
          │   PEMBANTU OPERASI    │
          │         S19           │
          └──────────────────────┘
```

2.1.9 Staff in One Stop Center (OSC) Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

```
                    ┌─────────────────────────┐
                    │   HAZLIN IBRAHIM KHAN    │
                    │   PUSTAKAWAN KANAN       │
                    │   S44                    │
                    └─────────────────────────┘
                       │                    │
          ┌─────────────────────┐  ┌─────────────────────┐
          │   ROSLAH NORDIN      │  │   AIDAH YAZID        │
          │ PEMBANTU PUSTAKAWAN  │  │ PEMBANTU PUSTAKAWAN  │
          │   S19                │  │   S19                │
          └─────────────────────┘  └─────────────────────┘
```
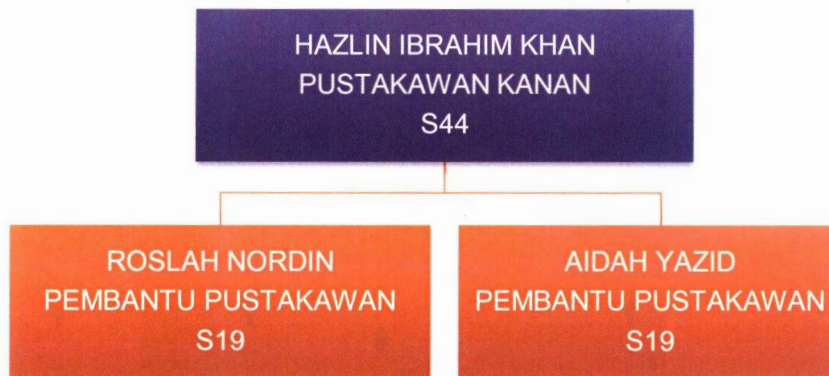
2.1.10 Staff in Unit Sistem Teknologi Maklumat Perpustakaan UiTM Cawangan Melaka Kampus Alor Gajah

```
                    ┌─────────────────────────┐
                    │   HAZLIN IBRAHIM KHAN    │
                    │   PUSTAKAWAN KANAN       │
                    │   S44                    │
                    └─────────────────────────┘
                       │                    │
          ┌─────────────────────┐  ┌─────────────────────┐
          │   AZALI              │  │   AZAHAR             │
          │ PEMBANTU PUSTAKAWAN  │  │ PEMBANTU PUSTAKAWAN  │
          │   S19                │  │   S19                │
          └─────────────────────┘  └─────────────────────┘
```

2.1.11 Staff in Pusat Sumber UiTM Kampus Bandaraya

```
                    ┌─────────────────────────────┐
                    │   SITI HAIDAH MD AZIZ       │
                    │   PUSTAKAWAN KANAN          │
                    │   S44                       │
                    └─────────────────────────────┘
                                  │
                    ┌─────────────────────────────┐
                    │   ILYA NUR FATEEN OTHMAN    │
                    │   PUSTAKAWAN (KONTRAK)      │
                    │   S41                       │
                    └─────────────────────────────┘
```

PEMBANTU PUSTAKAWAN KANAN S22	PEMBANTU PUSTAKAWAN KANAN S22	PEMBANTU PUSTAKAWAN KANAN S22

PEMBANTU PUSTAKAWAN S19	PEMBANTU PUSTAKAWAN S19

2.1.12 Staff in Perpustakaan UiTM Kampus Jasin

```
┌─────────────────────────────────┐
│       MOHD ISMAIL ABIDIN        │
│       PUSTAKAWAN KANAN          │
│              S44                │
└─────────────────────────────────┘
                 │
┌─────────────────────────────────┐
│   NURAYUNI DAYANA NOR AZMAN     │
│      PUSTAKAWAN (KONTRAK)       │
│              S41                │
└─────────────────────────────────┘
```

PEMBANTU PUSTAKAWAN KANAN S22	PEMBANTU PUSTAKAWAN KANAN S22	PEMBANTU PUSTAKAWAN KANAN S22

PEMBANTU PUSTAKAWAN S19	PEMBANTU PUSTAKAWAN S19

2.2 Departmental Function

2.2.1 Unit Pentadbiran (Administration Department)

Administration department is a backbone of an organization, En Nazri Abu Bakar is the head of this department. The core business for this department is all about staff leave, time sleep for staff, request for transportation, request borrowing UiTM equipment, meeting, minute of the meeting, preparation of official letter, purchasing invoice, find a vendors, etc.

2.2.2 Unit SIstem (System Department)

System department is responsible to look up and observe about library automated system which in WILS (Libsys). Puan Sariah is the head of this unit also responsible to make a report regarding problems that they faced about library system. The report can be made by online using iSMS, the action will be taken on the next day to solve the problems. This unit also needs to collect all the staff statistic for three campuses in Melaka which is campus Lendu, campus Bandaraya and campus Jasin.

2.2.3 Unit Perolehan Sumber Ilmu (Acquisition Department)

This department is responsible for the process of selecting and purchasing library materials and resources. This department needs to select the vendors, negotiate consortium pricing, arrange the standing orders and select individual titles of books and resources. The acquisition department will get all the books that are related to the student's curriculum and also any books or information regarding any topics of interest of the UiTM's community.

The functions of the Acquisition Department are:

- Manage all orders and purchase of library materials such as journals, books, dictionaries, the non-printed materials, etc.

- Process the materials before they were being sent to the cataloguing unit for the technical processing and bibliographic development process.

- Provide the document for paying the purchased library materials and the cheque will be prepared by the Bendahari UiTM.

- Prepare the process of monthly report.

- Manage yearly budget.

- Make the accession number to all materials.

- Make a reading syllabus for faculty who are requesting to buy books.

2.2.4 Unit Pembangunan Bibliografik dan Pemprosesan Teknikal (Cataloguing Department)

This department is responsible for the process of entering the description or also known as the bibliographic record of all collected materials into the UiTM Web OPAC by using the WILS (Libsys) system. Staffs also create and maintain the library catalogue by creating, updating, and correcting the files and also the records.

The functions of the Cataloguing Department are:

- Do the classification and cataloguing for the incoming library materials including checking, identifying, verifying the bibliographic details, content analysis, assignment of the subject headings and the call number, the organization of the bibliographic details in the bibliographic records.

- Create original cataloguing if the bibliography of the new book did not exist in OPAC.

- Completing the computerization of the library collections.

- Preparing the library materials for placing on the shelves which are affixing spine label, displaying call number and the bar code label.

- Strive to describe library materials accurately and efficiently.

- Maintain a high-level update in order to provide quick and efficient access to information.

- Creation and maintenance of the bibliographic description format.

- Creation of the authority files.

- Conversion of the bibliographic description for the online catalogue.

- Maintenance of the traditional alphabetical card catalogues.

- Participation in the library programs.

- Shelf list and controlling mechanism.

2.2.5 Unit Perkhidmatan Pelanggan dan Pengurusan Koleksi (Circulation and Reference Department)

Circulation department is the department that deals with the library users and the main purpose of this department is to provide service to the user in material selection as well as the entire circulation process. Meanwhile, the reference department is the department that offers the reference service and becomes the main place for the users to refer anytime they have any

enquiries. These two are the crucial departments within the library. These departments deal with the users on all of their activities in the library. Perpustakaan UiTM Cawangan Melaka combines these two departments as a one. Means, the library staff that is on duty at the circulation counter will serve users in term of circulation services as well as reference services officer.

The functions of the Circulation Department are:

- Borrowing and returning books.
- Material supply system.
- General collection management, post, and reserve.
- Membership registration.
- Payment of fines.
- Reservation for Santai Point, Lower Ground Class, and Meeting Room.
- Lost books.
- Customer complaints and customer communication.
- Visit.
- Books damaged.
- Top-up for printing purpose.

The functions of the Reference Department are:

- Provide information services to support the information needs in research, teaching, and learning of UiTM's citizens through planned activities.
- Provide information skills according to the needs of different categories of customers through the modules built.

- Provide referral services and advisory services to meet the needs of customers.

- Promote library services and facilities through publications, exhibitions regularly and in accordance with the current requirements of customers.

2.2.6 Unit Sistem Teknologi Maklumat Perpustakaan (Information Technology Department)

All the matters related to the information technology aspects such as computers, printers, photocopying, internet facility, online journals and many more are being controlled by this unit. The task of updating the software, anti-viruses, and also the computer troubleshooting are under this unit.

The functions of the Information Technology (IT) department are:

- To implement, maintain and supervise the Integrated Library System (WILS) and all the online services provided by the library.

- Manage maintenance and damage complaints hardware, equipment, and software systems in the library.

- Providing the latest technology and information resources to support learning such as updating services, provide current information, and make the backup server at the server room.

- Manage and coordinate the acquisition of hardware, equipment, software and ICT systems in the library.

- Monitoring system of computer networks and Wi-Fi in the library.

- Manage and administer all web-based services in the library.

- Designing and implementing digitization of materials in the library.

- Guide a user to use print machine (first-time user).

61

2.2.7 Unit Jilid (Bindery Department)

Perpustakaan UiTM Cawangan Melaka will repair the book which is not in good condition such as spine loose-fitting, slack glue, book with missing pages and ruined call number. All of these conditions are considered a miniature condition where the responsible staff or library assistant can repair it. For those materials that have an immense condition will be sent out for repair by an expert.

The function of the Bindery Department are:

- Repair library material.

- Hot stamping process.

- Labelling the date due slip.

- Sewing broken book.

- Changing the book's cover.

2.2.8 Unit Perkhidmatan Maklumat (OSC)

All the matters related to information services to support the information needs in research, teaching, and learning. Provide information skills according to the needs of different categories of customers through the modules built. Provide referral services and advisory services to meet the needs of customers.

This section has the following functions:

1. Corporate Communications Unit (Corporate Relations, Marketing & Publicity)

2. Customer Service Unit ((Customer Relations & Collection Management)

3. Research, Learning & Reference Unit (Reference, Research & Information Literacy Support)

2.2.9 Unit Jurnal & Pangkalan Data (UPDT)

Unit Jurnal & Pangkalan Data (UPTD) is a unit responsible for managing matters related to journals / magazines either by subscription or free reception. Subscription journal affairs cover matters related to ordering, receipt, payment, claims, subscription renewal and journal processing to the shelf, while free journals cover matters for new applications, re-applications and return of appreciation letters. Apart from that, this unit is also responsible for safeguarding the affairs of UJPD records and files. The latest Journal Arrangement is arranged on a shelf according to the alphabet of A - Z titles and numbers while the Journal is bound by class number.

CHAPTER 3:

INDUSTRIAL TRAINING ACTIVITIES

3.0 Introduction

In undergoing industrial training, students are disclosed with a whole lot of new things. Apart from practicing what we had learnt in Universiti Teknologi MARA (UiTM). Students also get a chance to experience it themselves by doing the assignments given to them according to their respective course. By doing so, students can further increase their confidence upon entering the working world. On the other hand, the student had to obey every rule of the organization and need to on time every day. This could educate the students to be more disciplined and make the students to be familiar with working hours when they go for work later.

3.1 Training Activities

On the 3rd of February 2020, the trainee reported for duty to Mr Nazri Abu Bakar, he Pembantu Pustakawan Tertinggi of PTAR UiTM Cawangan Melaka. She is the only one industrial trainee from Universiti Teknologi Mara (UiTM) Cawangan Negeri Sembilan, Kampus Rembau has chosen PTAR UiTM Cawangan Melaka as their place for five months industrial training. Mr Nazri Abu Bakar welcomed the trainees and started introducing them to all the staff Then, Mr Nazri Abu Bakar assist the trainee for a library tour and meet all the staff in the library. The trainee were brought to each and every departments floor by floor.

After that, the trainee were brought back to the Administration Unit to continue the briefing session. Mr Nazri Abu Bakar reminded the trainee about the rules and regulations that need to be followed throughout the industrial training period. Several forms need to be filled in and a sheet of paper which was the industrial trainee schedule was given to all trainee. Once the

briefing session ended, the trainee was brought to the first unit which was the Administration Unit. In appendix A will shows the industrial trainee schedule for five months which need to be followed. However, even if the schedule was fixed, but still it could be changed accordingly as long as the trainee received permission from Pn. Rozaimah Mat Sidek as her supervisor at that point before being replaced by a new supervisor Puan Noor Hayati Abu Kassim.

3.1.1 Shelving and Shelf Reading

Throughout the five months industrial training, the trainee was required to do shelving from 8.00 a.m. until 9.00 a.m. It was a morning routine that needed to be followed by all library assistants and supporting staff except librarians. The trainee was instructed to do shelving for the general collection in the library which was located at the ground floor of the library. Books from the shelves near to the self-check machine, trolley, and on the tables were gathered before distributing to all staff to start arranging them on the shelves. The trainee must arrange all books according to the call number so that the books were placed on the accurate location and could be retrieved easily in future.

3.1.2 Checking Library Assets

On the early March, the trainee was instructed to do asset checking by Pn. Sariah Che Man. The task was quite simple which required the trainee to look for paper containing the list of assets on the wall of every section in the library. Every floor would have

some walls with the list of asset and the trainee needed to check all of them one by one. Then, by referring to the list, the trainee must make sure the barcode and the name of item on the paper corresponded to each other.

If there was any item not listed on the paper, write some notes at the bottom of the paper to notify that the item was not listed. The task was done on the 18th of March 2020. It was such a tiring but exciting experience for the trainee. Even though she did not have the opportunity to key in all data in the system, at least she did learn on what was actually the library asset.

3.1.3   Processing Borrowing and Returning Books

When the trainee was on duty at the circulation counter, sometimes the self- check machine was having problem and users would come to the counter to borrow or return books. The trainee would use the "Fast Charging" for borrowing and "Fast Discharging" for returning books in WILS system. If the process still could not be done, there must be a problem such as the user's matric card was suspended or there were unsettled fines. If these problems occurred, the user would be directed to go to the one-stop service counter to pay their fines or activate their matric card.

3.1.4 Duty at One Stop Service Counter

One stop service counter is situated in between the circulation counter and the reference desk. The counter serves for membership registration, membership activation, termination of membership, and also library fines. The trainee has been on duty at the counter for quite some time while she was under the Customers Services Unit. Most of the users who came to the counter would like to pay their fines or else they were not allowed to borrow books. Users were not allowed to borrow any books if their fines were above RM5. Receipting module is used to check for the fines that the users have. The users must pay the amount shown at the screen and a receipt would be provided as an evidence for the transaction. Last but not least, users who would like to get their mini transcript or would be graduating, they needed to go to the counter and ask for the officer in charged signature. The trainee was also trained to stamp on the paper and sign the paper with her own signature. But before doing it, the trainee needed to check whether the users have any overdue items, or unsettled fines. If everything was cleared, only then the trainee could give her signature.

3.1.5 Duty at Reference Desk

The trainee was instructed to be at the reference desk to answer the questions asked by the users regarding anything that they would like to ask. Those who are in charged to be at the reference desk were among the librarians. Since the trainee is a future librarian, she has been given the opportunity to be at the reference desk and learn to handle nervousness in answering the questions. Mostly, users would ask on how to use electronic resources, how to use WebOPAC, how to get access for the premium Grammarly, and others.

3.1.6 Creating a Full Catalog Record

Each and every reading material in the library will be cataloged first before it can be released on the shelves for circulation. Books from Acquisition Unit will be transferred to Indexing & Bibliography Unit to create the catalog record which involved the process of determining the subject headings, assigning call number, and conducting authority control for the authors" names. There are two ways to do the catalog record which are copy cataloging and original cataloging.

Copy cataloging can be defined as the process of editing a pre-existing catalog record instead of creating a completely new record from scratch (Folgerpedia, 2017). Another way to catalog reading materials is by doing original cataloguing which means the catalog records is made from scratch. The trainee was instructed to complete the catalog record for some books by referring to MARC21.

3.2 Task in Department

3.2.1 Task in Administration Unit

Trainee at this unit for seven days which is from 4th February 2020 until 10th February 2020. The head for this unit is Encik Nazri Abu Bakar. When she was there, Encik Nazri gave her an explanation about the core business at administration unit. He explained about rules for staff in term of applying for leave, how many leaves that staff can get for a year. Besides that, he also taught trainee how to write an official letter and make a report. Next, the first task of trainee when she was at administration department Encik Nazri asked her to do is to call Fuji Xerox Malaysia from Malacca branch for making a report to inform that computer staff cannot link or connected with their scanning machine from brand Fuji Xerox. Also, the trainee make a Statistik Latihan Bulanan staff from January to December so she was responsible to do it.

Moreover, she created five official letters which is surat pelupusan Digital Signage, surat pembelian mesin cetak resit and surat penukaran pintu kayu ke pintu kaca tempered glass for library purpose. Also, trainee created official letter of permohonan kelulusan spesifikasi and official letter of memohon kelulusan pembelian satu unit Paper Shredder Machine for Unit Arkib Universiti. In addition, she also created a report by filling the form of borang aduan kerosakan set alih UiTM.

3.2.2 Task in Unit Pembangunan Sumber Ilmu (Acquisition)

Unit Pembangunan Sumber Ilmu (Acquisition Unit) was her second unit. In this unit, it has three staff which are Puan Suzaimy Senin, Puan Siti Zawiyah Mahat and Puan Hanizah

Sirun. The trainee at this unit for 17 days from 11th February 2020 until 27th February 2020. They gave her an explanation about purchasing the books. The earliest technical process is processing all the waqaf books from Kampus Jasin. details inside the WILS System to get the accession number and then stamping the books and fill up the information.

Next, trainee task under this unit is processing all the buku waqaf from Kampus Jasin details inside the WILS System to get the accession number and then stamping the books and fill up the information.

Moreover, trainee will key in all the student thesis details from any faculty which is Faculty of Art and Design, Faculty of Mass Communication, Faculty of Business Management and Faculty of Hotel and Tourism to WILS System. Also, key in the lecturer's research for' Biro Penyelidikan dan Perundingan' to WILS System. After that, key in the master student's thesis from Faculty of Accountancy to WILS System.

3.2.3 Task in System & Technology department

For this unit, only four days that trainee on duty which is from 28th February 2020 until 4th March 2020. At this unit, Puan Sariah who is staff that responsible to handle and manage this unit has given trainee an explanation about the unit. She explained about the system that Perpustakaan UiTM Cawangan Melaka used which is WILS (Libsys), also report of the problem that library system has been face it like example, the accession number of the book is not similar with the title of the book. This problem happens when they migrate all data from ILMU to WILS (Libsys). Next, she shows me the monthly statistic for all three campuses in Malacca.

3.2.4 Task in Unit Pembangunan Bibliografik & Pemprosesan Teknikal (Cataloguing Department)

In this unit, trainee on duty from 6th March 2020 until 17th March 2020. On her first day on this unit, she met with Puan Roslah for inform that she will duty on this department. Puan Roslah explained about background and works of this unit. This unit it's all about pre-catalogue process management procedures, final work process management procedures and the calculation of the amount of material to be sent to the circulation unit.

The trainee task in this unit are processed 'buku waqaf' from Jasin campus to Alor Gajah campus. In this unit trainee cataloged novels and thesis and processed the books using cataloguing module in the WILS (Libsys) and go through to 'Title in Process' and fill up all important contents in 'Leader' and tag 008 section. By having this kind of process, the book's bibliography details are completed.

Next, the assistant librarian in this unit which is Puan Aminah taught her how to cataloged books has having problems. As well as Puan Aminah taught her how to put a label on the books.

3.2.5 Task in Unit Jurnal & Pangkalan Data

Next, in this unit trainee did not have the opportunity to undergo training here because it has already started Movement Control Order (MC). Trainee should have started training on 1st April 2020 until 14th April 2020. This unit is headed by Ms Hazlin Ibrahim Khan. The Journal & Database Unit is responsible for subscribing to and providing reference services for journal and magazine materials. Subscribed journals are available in printed form, CD-Rom and even online

databases. Journal collection is based on the courses / fields offered.

The services provided are newly received journals can be found on open shelves arranged alphabetically. Recent journals & magazines that have been bound are placed on open shelves and they are arranged according to class number. This electronic database provides information in the form of indexes and abstracts or full images / text or both. This database can be accessed by visiting http://ezaccess.library.uitm.edu.my/

3.2.6 Task in Unit Perkhidmatan Maklumat (One Stop Centre Department)

In this unit trainee did not have the opportunity to undergo training here because it has already started Movement Control Order (MC). Trainee should have started training on 16st April 2020 until 30th April 2020. This unit is headed by Ms Hazlin Ibrahim Khan. This unit is responsible for carry out Library Orientation by briefing on the use of library facilities and services. Provide Information Skills Class for UiTM staff who want to strengthen the way of finding information. Creating a Reference Desk which is a space for UiTM staff to seek advice on material search. Advice and guidance whether online, face to face, phone and email. Provide research reference and guidance services.

3.2.7 Task in Unit Perkhidmatan Pelanggan dan Pengurusan Koleksi (UPPK) (Circulation and Reference Department)

In this unit trainee did not have the opportunity to undergo training here because it has

already started Movement Control Order (MC). Trainee should have started training on 4st May 2020 until 5th May 2020. This unit is headed by Mrs Maznah Maarof. Objectives of this unit are to make the PTAR UiTM Cawangan Melaka an excellent information center in terms of the diversity of robust and up-to-date collections to support the mission, vision and direction of the University. Provide efficient and comfortable counter services to customers. Provide the latest and relevant library collection to support the teaching, learning, and research needs of the University. Provide excellent, efficient, accurate and friendly service to internal and external customers. Creating a trained, skilled, highly ethical and proactive workforce. Provide conducive and quality infrastructure and environment.

3.2.8 Task in Unit Jilid (Bindery Department)

In this unit trainee did not have the opportunity to undergo training here because it has already started Movement Control Order (MC). Trainee should have started training on 6st May 2020 until 8th May 2020. This unit is headed by Mrs Roslah Laman. Unit Jilid is the unit responsible for caring for and conserving library materials by repairing damaged materials and preventing materials from being damaged by means of conservation and binding of materials. The Material Conservation Unit at PTAR UiTM Cawangan Melaka provides binding services for materials such as books, Press Clippings, Pamphlets, Brochures, Student Projects, ETR, Journals and several types of light bindings as well as preserving damaged materials.

The objective of this unit is to save the printed materials from being damaged and can no longer be referenced. Prolongs the life of printed materials. Maintain the durability of printed materials. Repair damaged books by 200 copies a month depending on the level of damage

3.2.9 Task in Unit Sistem Teknologi Maklumat (USTM) (Information Technology Department)

In this unit trainee did not have the opportunity to undergo training here because it has already started Movement Control Order (MC). Trainee should have started training on 11st May 2020 until 15th May 2020. This unit is headed by Ms Hazlin Ibrahim Khan. This department is the division responsible for developing, providing Information Technology infrastructure and services that support all activities at the PTAR UiTM Cawangan Melaka. The ICT Services Unit provides many computer facilities to customers, especially to students and lecturers in searching for information for their learning and teaching process. In addition, it has also provided printing services. All registration and payment arrangements are made at the ICT Counter.

3.3 Special Project

In this sub-topic, it will explain about special projects that have been done by the trainee during the entire practical training. Trainee have done six special projects in five months during industrial training in Perpustakaan UiTM Cawangan Melaka. Before starting the project, trainee was having discussion with her officers which is Mrs Maznah Maarof and Ms Hazlin Ibrahim Khan for brainstorm an ideas for her special projects.

Trainee have done all her projects in PTAR UiTM Cawangan Melaka virtually during Work From Home because of Covid 19 pandemic such as two digital exhibitions which is Pameran Digital Hidayah Ramadhan and Pameran Digital Potensi Industri Agroteknologi. Together with four video guides for her special projects which is Emerald Insight, Proquest, Electronic Question Paper System (EQPS) and Online Public Access Catalog (OPAC).

3.3.1 Video Guides

Trainee's started her special project by doing video guides. Trainee started with Video guide of **Emerald Insight** from 18th March 2020 until 8th April 2020 and video guide of **Proquest** from 6 April 2020 until 11th April 2020. After that she continued two more video guide projects from 11th May 2020 until 17th June 2020 entitled **Electronic Question Paper System (EQPS)** and **Online Public Access Catalog (OPAC).** She aims to promote the official YouTube website of PTAR Cawangan Melaka as well. All video guides that have been created by trainee will be uploaded to the official Youtube website of PTAR Cawangan Melaka.

The purpose of these video guides was made by her because trainee wanted to teach how students can access all the articles in Emerald Insight and Proquest properly. Next, trainee showing a tutorial on how students can get past year exam questions through her video guide entitled Electronic Question Paper System (EQPS). Moreover, she gave an accurate tutorial on how students to access the web OPAC easily through her last video guide which is Online Public Access Catalog (OPAC).

Throughout his in the process of producing all four video guides he used several software and applications to realize her video guide. The first software she used was Bandicam. Bandicam is an easy-to-use, free screen recorder for Windows that enables to capture any area of your screen either as a screenshot or a screencast video file. She uses this software to screen record the entire process of making a video guide.
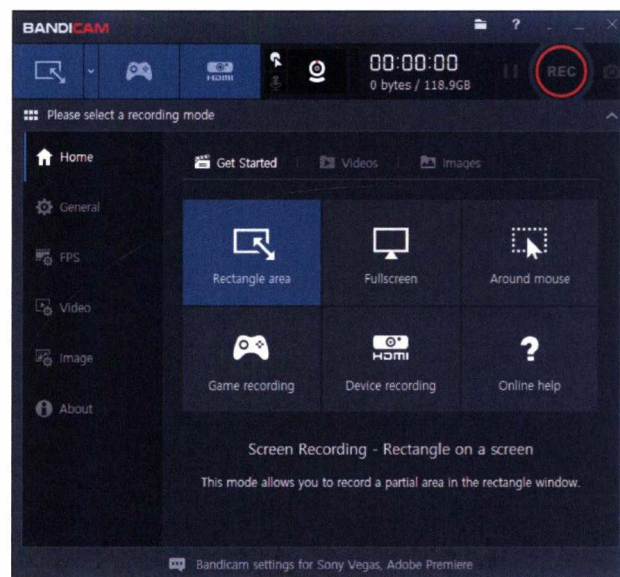

Figure 32

Interface of Bandicam's software

After completing the screen recording process, the trainee will switch to the mobile application which is InShot. Trainee spent editing sessions of all her video guides in this Inshot application because this application is very easy to use and the quality of the video recorded through the laptop is maintained. With InShot, you can easily add music to video, add text on video, flip & rotate video, merge video. Fast/Slow motion feature is super fun. InShot is a free HD full screen video editor and video cutter. You can crop video easily and export it without losing quality, and share your videos to social media by one click.
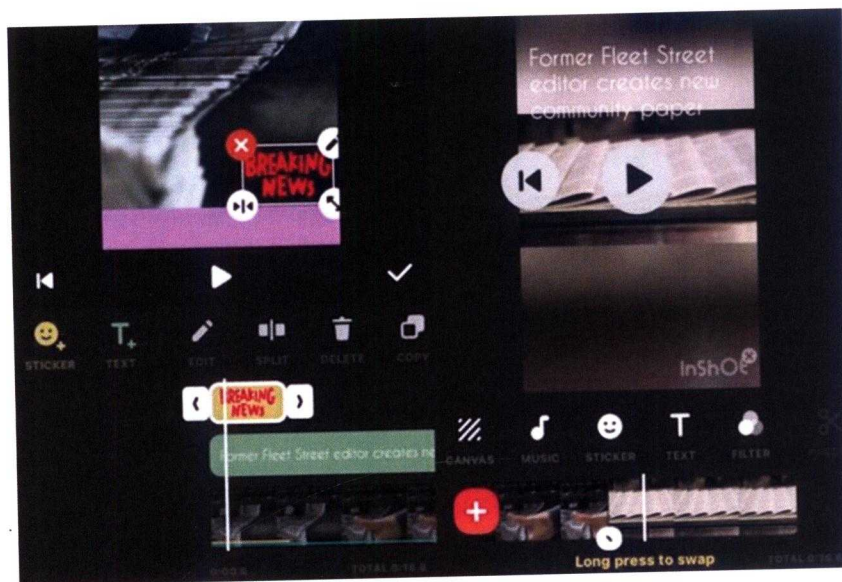

Figure 33

Interface of InShot's mobile application

Lastly, after the completion of all the video guide, the video guide will be given to the officer to evaluate if there are any changes to be changed. if all the video guides are complete and

there are no changes then the trainee will start uploading all the video guides into the official

youtube of PTAR UiTM Cawangan Melaka.

Figure 34

Video guide of Emerald Insight at YouTube official PTAR UiTM Cawangan Melaka

Figure 35

Video guide of Proquest at YouTube official PTAR UiTM Cawangan Melaka
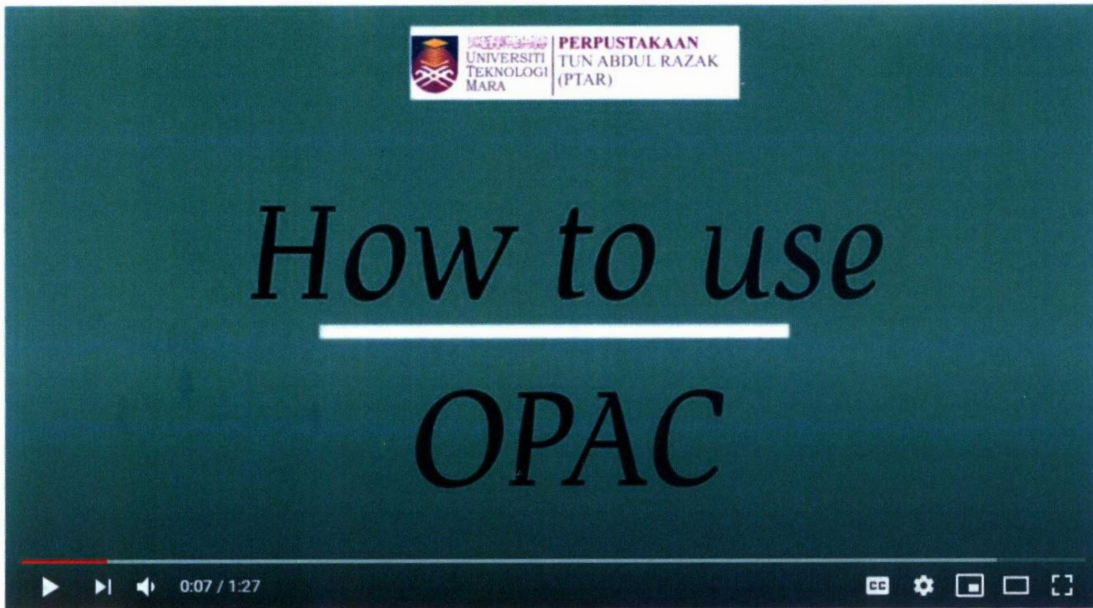
Figure 36

Video guide of Online Public Access Catalog (OPAC) at YouTube official PTAR UiTM Cawangan Melaka
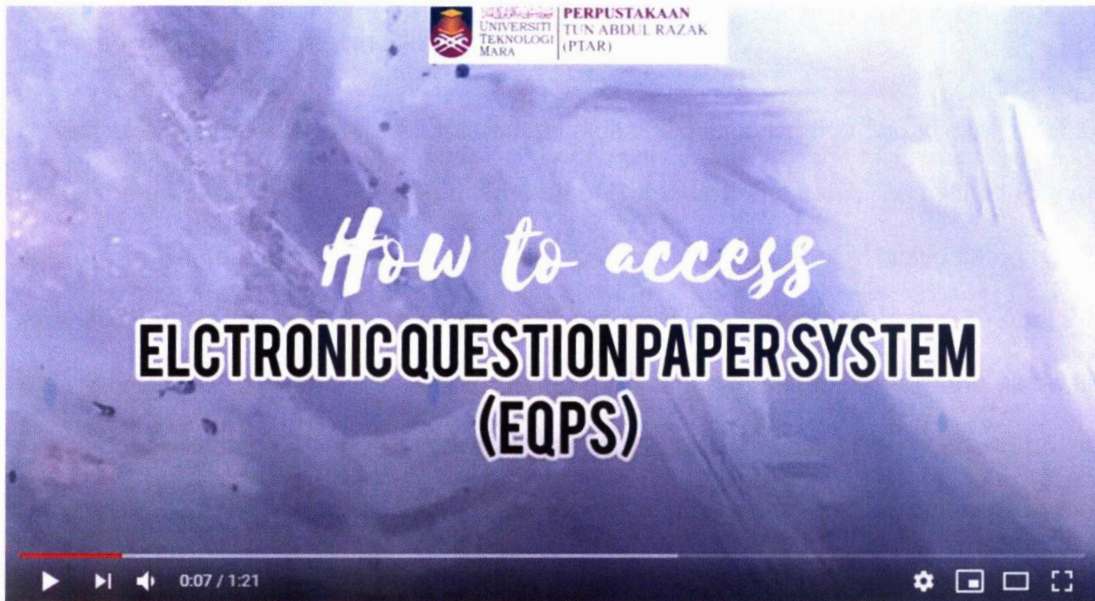
Figure 37

Video guide of Electronic Question Paper System (EQPS) at YouTube official PTAR UiTM Cawangan Melaka

3.3.2 Digital Exhbition

3.3.2.1 Pameran Digital Hidayah Ramadan

Next, trainee special projects related to digital exhibitions. the first digital exhibition created by the trainee is with respect to the month of Ramadan. The exhibition is titled Pameran Digital Hidayah Ramadan. Trainee are entrusted to complete this digital exhibition starting from 14th April 2020 until 25 April. This exhibition will last for 3 weeks starting from 27th April 2020 until 15th May 2020. This exhibition is held during the Ramadan season and at the same time this exhibition takes place during the movement control order. This exhibition needs to be done virtually and should be promoted during the month of Ramadan only. Trainee have been assigned to make the official poster of the exhibition along with finding information and graphic info about Ramadan to be placed in the digital exhibition.

This digital exhibition is about the beauty of the month of Ramadan. Provide exposure to students and library users to gain more knowledge of benefits. In this exhibition will be provided quiz which is taken questions from the database such as ebook, proquest and open access. Attractive prizes await the students involved in making this exhibition a success by answering the quiz questions that have been prepared.

The software used by trainees to make posters is Photoscape software. Where the software is used to create posters. PhotoScape is a free photo editing program. PhotoScape is available for all Windows versions previous to Windows 10. Trainee explore by herself the advantages and disadvantages of this software before deciding to apply it in this special digital exhibition project. After testing this software and the trainee has been comfortable using it in terms of editing. Hence the trainee decided to use this software because it is easier to use than Adobe Photoshop.

Figure 38

Interface of Photoscape's software
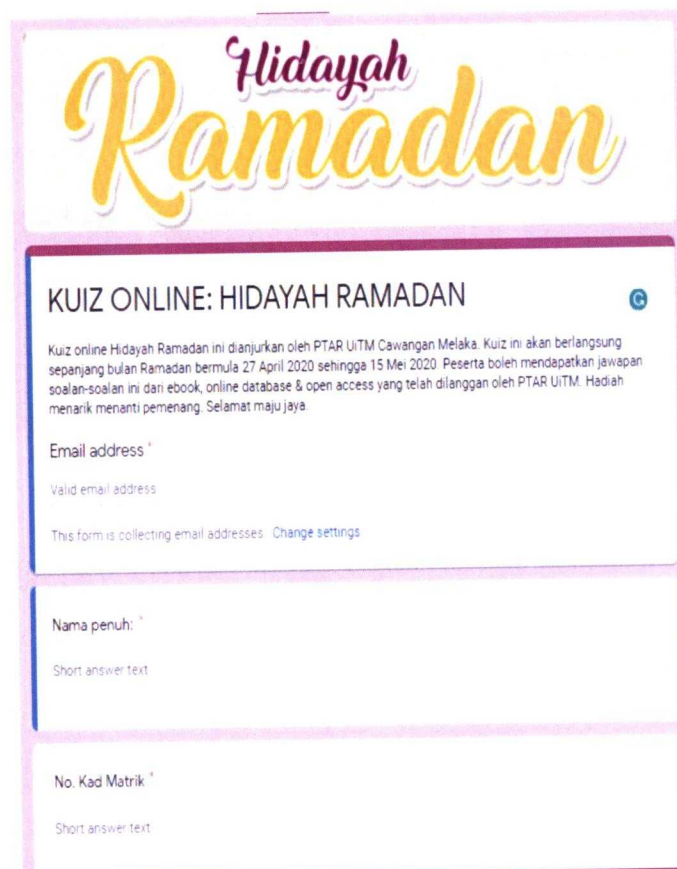
Figure 39

Poster of Pameran Digital Hidayah Ramadan

The activities held in this exhibition are online quiz. The questions made are taken from the database, namely open access, ebook and proquest. these questions are about the month of Ramadan in accordance with the title of the exhibition itself. After these quiz questions are completed, the trainee will upload the questions into the official google drive of PTAR UiTM Melaka Branch to make it easier for students to access and answer the questions. along with easier for the officer in charge, namely Ms. Hazlin Ibrahim Khan to collect data on how many participants participated in the exhibition quiz competition.

Figure 40

Online quiz of Pameran Digital Hidayah Ramadan
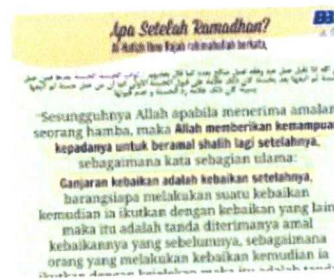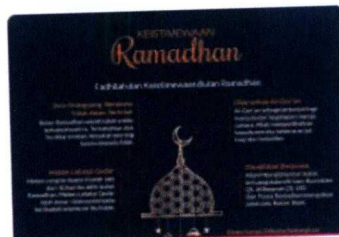
Figure 41

Image graphic of Pameran Digital Hidayah Ramadan

3.3.2.2 Pameran Digital Potensi Industri Agroteknologi

The last special project that has been completed by the trainee is a project related to digital exhibition as well which is titled Pameran Digital Potensi Industri Agroteknologi. Trainee are entrusted to complete this digital exhibition starting from 14th April 2020 until 25 April. This exhibition will last for 3 weeks starting from 18th June 2020 until 25th June 2020. This exhibition is held during throughout the month of July and will continue until any time and at the same time this exhibition takes place during the movement control order. This exhibition needs to be done virtually and should be promoted virtually as well. Trainee have been assigned to make the official poster, official banner, content design and together with finding information related to technology used in the field of agro.

This exhibition deals with the world of agrotechnology. This exhibition explains the benefits, challenges and potential in the field of agro. This exhibition provides enlightenment to students and users about modern and advanced technology that has been adopted or by the cultivation of agriculture in the present. This exhibition aims to provide an opportunity for students to better understand the meaning of agrotechnology itself. As well as open the minds of students and users that the field of agrotechnology is a very profitable field.

The software used by trainees to make posters is Photoscape software. Where the software is used to create posters. PhotoScape is a free photo editing program. PhotoScape is available for all Windows versions previous to Windows 10. Trainee explore by herself the advantages and disadvantages of this software before deciding to apply it in this special digital exhibition project. After testing this software and the trainee has been comfortable using it in terms of editing. Hence the trainee decided to use this software because it is easier to use than Adobe Photoshop.

Lastly, all the content and all the information related to agrotechnology that has been sought by trainee, trainee need to enter in the format "Flip Book" using the html5 flip website to get the effect of the flip so that the content of the exhibition looks more attractive. Moreover, After this exhibition is completed by trainees, this digital exhibition will be uploaded to the official website of PTAR UiTM Melaka Branch by Ms. Hazlin Ibrahim Khan for the reference of students and users.

Figure 42

Poster of Pameran Digital Potensi Industri Agroteknologi
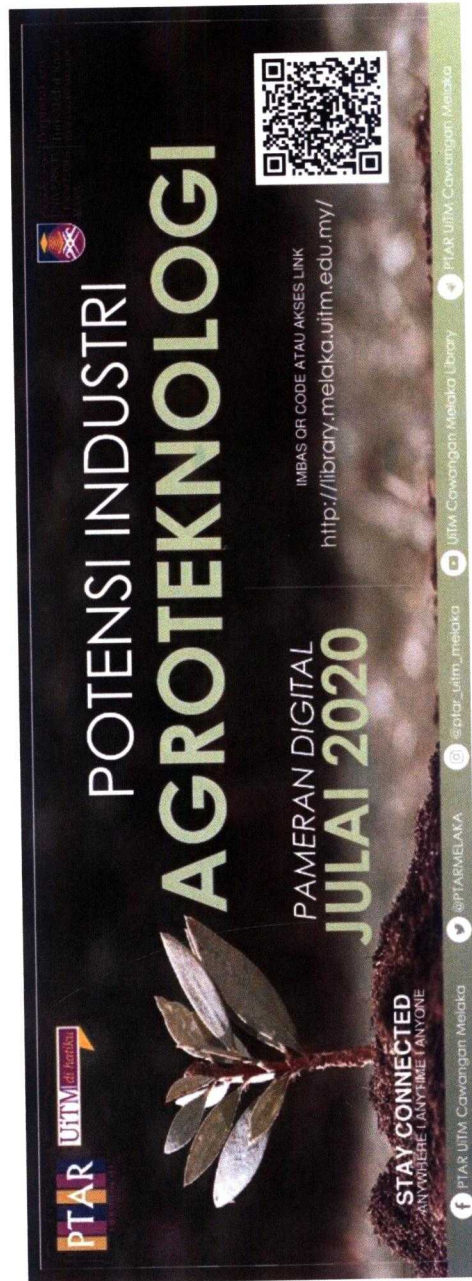
Figure 43

Banner of Pameran Digital Potensi Industri Agroteknologi

Figure 44

Interface of Photoscape's software

Figure 45

Website banner of Pameran Digital Potensi Industri Agroteknologi

Figure 46

Pameran Digital Potensi Industri Agroteknologi at official website of PTAR UiTM Cawangan
Melaka

Figure 47

Total hits of Pameran Digital Potensi Industri Agroteknologi

Figure 48

Pameran Digital Potensi Industri Agroteknologi's content that has been formatted using Flip
html5

CHAPTER 4:

REFLECTIVE WRITING

4.0 Industrial Trainings Reflection

For the industrial training reflection, it will teach and guide the trainee to express and share their experience, thought and feeling about their five months of industrial training. For this sub-topic, it is all about combination of two elements which are Instrument Value and Terminal Value.

For Instrument Value, it is all about the theory that has been studied by the trainee in class before. As an example, the trainee can adapt and practice the knowledge about subject IML507 Organization of Information: Descriptive Cataloguing and IML555 Organization of Information: Subject Cataloguing and Classification at Cataloguing during trainee industrial training.

Next, Terminal Value is about all knowledge that trainee gets from the whole semester and implement it during industrial training. For this value, it shows that the trainee has been ready to do their "practical" and need to follow all the rules and regulation of the organization that their working for. Besides that, it also can expose to the trainee about the real work environment.

4.1 Application Knowledge, Skills and Experience

Throughout the five months industrial training at PTAR UiTM Cawangan Melaka, the trainee has gained a lot of knowledge and skills especially in the library management. As stated, the objective of the industrial training is to encourage the students to apply the skills and knowledge gained at the university to benefit the organizations. Some of the subjects offered by the Faculty of Information Management that are very useful for the trainee to apply at Library are such as Multimedia For Information Professionals (IMS 457), Organization of Information: Computerized Cataloging (IML 655), Organization of Information: Subject Cataloging and Classification (IML 555) and others.

During Movement Control Order (MCO), The trainee has gone through the IT and Multimedia Unit virtually and gained some new **IT skills**. While the trainee was at the unit, she learnt how to edit digital exhibition's banner, poster and contents by herself. Other than that, the trainee explored through new software used to create a video for her video guide project. The trainee has applied the knowledge gained from the Information Technology Application in Information Agencies (IMD 225) subject in recognizing the software used to make videos. Besides that, the trainee was also required to design banners and poster for the upcoming digital exhibition and other video guides. The knowledge from the Multimedia For Information Professionals (IMS 457) subject was applied by the trainee to produce a design from Photoscape.

Unit Pembangungan Bibliografik dan Pemprosesan Teknikal (UPBPT) in PTAR UiTM Cawangan Melaka requires the trainee to prepare herself with the **cataloging skills** to do the acquisition process as well as the cataloging process. The trainee has applied the knowledge

gained from the Organization of Information: Computerized Cataloging (IML 655) subject to do the cataloging process by referring to the MARC21. During the class session at the faculty, the trainee did learn on how to key in the data for bibliographic organization but in KOHA system. The industrial training allowed the trainee to experience another library management system which was ILMU but all LMS do have the same functions. Other than that, subject headings and call number that needed to be assigned to each and every book could be completed easily since the trainee has applied what she had learnt from the Subject Cataloging and Classification (IML 555).

Besides, **communication skill** is one of the most important aspects because every word that is uttered from the mouth might make someone happy or feel hurt without our consciousness. While the trainee was on duty especially at the counter, she would encounter different kinds of users and sometimes she even needed to communicate with the international students. The trainee applied the knowledge that she gained from all ELC subjects in communicating English confidently with the students. Other than that, the trainee would also have to meet those in the top library management to ask for something and that was the time where she would apply the knowledge she gained from Communication Skills for Information Professionals (IMD 121) subject. There should be a proper way to talk verbally and not forgetting the non-verbal communication that might affect the whole communication. The library staff consists of those in higher grades and also lower grades. The trainee tried her level best to talk to the library staff with respect and be humble since she was new there.

The trainee must be able to interact with all users of the library as well as socialize with all the library staff. The **socializing skills** that the trainee has practiced were by getting to know

the staff better not just within the library but also to other library users. Even during the break time, sometimes the trainee joined other staff to take some refreshments or had lunch together. It would be one of the ways on how to build more networks within those in the library field. It could only be done since the trainee has learnt Information Systems Interaction & Consultation (IMS 556) and she knew how to interact and socialize with the society. The networks built would help the trainee to get more opportunities especially in looking for a job. The trainee has applied the knowledge that she gained from the Promotion of Information Products and Services (IMD 227) subject in which she would be able to promote the services offered by the library to all other networks.

Other than that, one of the requirements of industrial training is to conduct at least one special project which will benefit the library. In order to accomplish the requirement stated, knowledge gained from Fundamentals of Management (MGT 162) subject helped the trainee to do the planning, organizing, leading, and also controlling successfully. The project conducted was under the instructions from the trainee as the project leader. **Management skills** developed in the trainee ensured that everything could be run smoothly but any unexpected events could happen and that was normal in every project. Once the trainee was capable to handle the project by herself, the trainee might be prepared to face the real working environment in the future.

4.2 Personal Thoughts and Opinion

In the opinion of the trainee, PTAR UiTM Cawangan Melaka as the academic library has been seen as an **established organization** by looking at how the library serves the users in the institution. Generally, the library has successfully achieved the objectives of its establishment which are to serve the information and research needs of the members of the institution, to provide study area for users, to provide reference materials at appropriate levels, and others.

Other than that, the trainee also thought that each and every staff in the library was so **cooperative and helpful**. Even though the trainee was new in the library, they threated the trainee so well and responded so gently to any enquires by the trainee. The staff were also willing to help the trainee if she faced any problem in doing something. For example, it was quite difficult for the trainee get the accession number for each book that has been keyed into the WILS system. So, the staff in the acquisition unit offered some help to taught me how to get the access number correctly. Next, the special project conducted by the trainee has involved the library staff and officer as the committee members for the digital exhibition. Everyone was very responsible to their task and they were really cooperative in helping the trainee and the other committee members. All things could not be done without the help from every library staff.

Next, PTAR UiTM Cawangan Melaka has a **variety collection** of books starting from the general collection until the voluminous reference books. Provide the book related to art and design is very complete. as we know books related to art are extremely expensive. PTAR UiTM Cawangan Melaka can provide the guidebooks related to the design very well. This makes it easier for students from the faculty to make references to their drawings or designs.

Moreover, PTAR UiTM Cawangan Melaka has portrayed a very good image by providing the **best services and facilities** to the users. In the trainee's opinion, the main service of the library which is the circulation service at the circulation counter is just like the first impression of others towards the library. Soft spoken, friendly, helpful and smart staff would represent the whole staff by giving his or her best services while doing their task especially at the circulation counter. Good services would ensure a good reputation and good image of the library. During the five months, the trainee has learned how to be professional at the workplace. Other than that, the facilities provided in the library were updated in order to make the library more comfortable for use by students. The most interesting place in the PTAR UiTM Cawangan Melaka is the Collaborative Learning Space or also known as Learning Commons in which the space is more modern and leisure.

Working in a library environment does require the staff to develop as many networks as possible so that those who are working in library science field could share all new findings or latest information about the library management among themselves. Any rising matters could also be discussed in order to get the best solution. PTAR UiTM Cawangan Melaka is a well-known academic library that has received many visits from student (both government and private institutions). The result from the **good networking** among the librarians from all over Malaysia could be seen through the program organized at PTAR UiTM Cawangan Melaka. The program has gathered librarians and also other top management of the university libraries to discuss on arising matter. All programs organized by PTAR UiTM Cawangan Melaka can be viewed through the official website.

4.3 Lesson Learnt

Since the trainee was placed at PTAR UiTM Cawangan Melaka and she was the only trainee, she learnt a lot about **teamwork** with staff or officers. Whenever a task was assigned, the trainee sat down and discussed what should be done and took proper actions to complete the task. For example, when the trainee were given the task of handling the special project (Pameran Digital Potensi Industri Agroteknologi), the trainee listen to instructions well about the work directed by the officer for her. She had to complete the task within the time stipulated and updated via virtual to know the progress. Finally, when the date came, the special project was successfully done. Trainee were glad that she were able to face all the challenges throughout the project. Everything was due to her great teamwork with the officer that in charge of the digital exhibition.

The next lesson learnt was being **brave**. The trainee was asked to . in direct contact with Fuji Malaysia for installation of scanners and printers on staff computers. Every official phone call from Fuji Malaysia is handled by her personally. Communicate personally with the Fuji Malaysia team was a new thing to do for a new trainee. Thus, the trainee must have all the guts and courage to call, to introduce herself, to explain about the problem that occurred and finally to manage and instruct Fuji Malaysia team to come to PTAR UiTM Cawangan Melaka to repair the damage in personally. It was a great achievement for the trainee once the job was done. Besides, the trainee had to make a farewell speech during the Industrial Trainees Farewell Event. Although it was a short speech, it requires the trainee to be brave and confident to talk in front of all the library staff.

Being motivated was also another lesson learnt. When the trainee was assigned to prepare independently complete all special project alone due to MCO. Trainee having difficulties because quite limited when having to complete a special project alone without reference by staff or officers. In that situation the trainee remains motivated to complete the given task positively and on time The trainee successfully able to complete all assignments for special projects although always in touch with staff and officers via virtual. Although non- working day, the trainee was willing to communicate with officers via virtual in order to complete her special projects.

Next, working at the circulation counter requires one to be **presentable**. Therefore, the trainee must always be neat, tidy, and dress well to be presentable when dealing with the users. Non-verbal gestures are important to make people comfortable and feel relaxed to interact with the trainee. Put on a smile to all users whenever possible so that they would come again. Personal appearance also plays a part in presenting ourselves, therefore the trainee should always take care of her appearance. The trainee should be polite and talk nicely and gently to all the users because the language used is important in this interaction.

The last lesson that the trainee has learnt is **self-discipline**. Working from 8.00 a.m. to 5.00 p.m. daily has trained the trainee to be a discipline person. Even though there was no "punch card" or thumbprint to record the daily attendance, the trainee arrived early and went home after 5.00 p.m. The trainee also learnt that whenever she needed to go out for some personal matters, she had to ask for permission from her supervisor. It also happened that the trainee had to take an emergency leave due to personal problems regarding study fees . In

accordance to that she called her supervisor to ask for permission to go to UiTM Kamus Rembau to solve problems regarding study fees. She was given the permission and later she had to apply for her leave by writing a letter.

4.4 Limitation & Recommendation

PTAR UiTM Cawangan Melaka has a fix working hours. Since the library caters for majority of the students, the **opening hours for the library should be flexible** and in accordance to their needs. Some students requested that the library be opened 24 hours but this seemed to be too much. The trainee would suggest that the library be opened until 12.00 midnight daily giving more time for the users to arrange their study time properly. At the moment, the library is open until 10.00 p.m. and there is another two extra hours that could be used by users to use the library. Furthermore, PTAR UiTM Cawangan Melaka is located in an area that is quite busy with 24 hours fast food restaurants like KFC and Mamak restaurants.

Every institution has its own strategic planning. PTAR UiTM Cawangan Melaka has its own list of activities for the whole year round. With this, the trainee was required to follow all the planned activities by the management staff. As well as due to the **problem of Pandemic Covid 19** that hit the world and Malaysia has ordered to undergo the MCO order. This has limited the trainee's o opportunities and chances to create any event and project with her own creativity.

All physically planned planning had to be changed immediately to virtual. This makes it very difficult for trainees to do special project programs. As a result it is very limited for trainees

to show the ability and creativity to do in a special project. Although all the planned activities were good, the trainee was bound to follow all instructions given by the library staff giving them limited space to be creative. The library management should consider the event or program that the trainee would like to organize.

CHAPTER 5:

CONCLUSION

In conclusion, the trainee has **gained a lot of experience** throughout her five months industrial training. The experience is the most precious thing since it could make the trainee well-prepared to work in the industry one fine day. Having the opportunity to become trainee at PTAR UiTM Cawangan Melaka was such a memorable moment. Although trainee did not have the opportunity to go to the other two campuses to undergo industrial training due to MCO but trainee still in touch with the officers from the two campuses where she was supposed to training.

Other than that, trainee has **developed a lot of skills** during her industrial training. In previous semesters, trainee has learnt lots of theory because the courses outline does not mention about exposing the students with hands-on tasks. Luckily the Industrial Training (IMC 690) subject has prepared a platform for students to apply what they have learnt during classroom session and adapt in their working place. For example, trainee has developed her cataloging skill and she really enjoyed my time when she was at the Unit Pembangunan Bibliografik dan Pemprosesan Teknikal (UPBPT). Even all the library staff were very helpful and did not get mad easily when trainee was having difficulties to understand the cataloging process.

In addition, the **special project conducted by herself has left a big impact** since it was for the first time she handled a digital exhibition by herself. It was so amazing to be a person who responsible for completing everything even for only the project because at least she knew how to organize the digital exhibition from scratch. Besides, since the digital exhibition was a success, the network established between the public and the library management has been strengthened. More digital exhibition would be held but maybe by focusing to another

target audience from different country. The library management should consider organizing Pameran Digital Potensi Industri Agroteknologi 2.0 in the near future.

Last but not least, the industrial training has made the trainee to be more concerned on time management, self-esteem, teamwork, and other values. All the lessons learnt and experiences gained will be a treasure for the trainee in developing my personality and characters in becoming a more well-rounded person. Good personality traits are not learnt through theory but by experiencing it. It is hoped that all the experiences would motivate the trainee to explore more in the working arena.

APPENDIX A:

ATTENDANCE

FAKULTI PENGURUSAN MAKLUMAT

UiTM Caw. Negeri Sembilan,
Kampus Rembau,
71300 Rembau,
Negeri Sembilan.

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NURUL FAATIHAH BINTI MOHD KAMAL KANNAN   No. Matrik : 2017370471

No. I/C : 951122-04-5658   No. Telefon : 011-51391531

Nama / Alamat : PERPUSTAKAAN UITM MELAKA
Organisasi   KM 26 JALAN LENDU 78000 ALOR GAJAH, MELAKA

Nama Penyelia : PUAN NOOR HAYATI BINTI ABU KASSIM

Bulan /Tahun : FEBRUARI 2020

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1/2/2020	SABTU		
2/2/2020	AHAD		
3/2/2020	7.45	5.10	
4/2/2020	7.50	5.12	
5/2/2020	7.50	5.10	
6/2/2020	7.40	5.05	
7/2/2020	7.30	5.10	
8/2/2020	SABTU		
9/2/2020	AHAD		
10/2/2020	7.45	5.08	
11/2/2020	7.40	5.12	
12/2/2020	7.50	5.10	
13/2/2020	7.55	5.11	
14/2/2020	7.35	5.06	
15/2/2020	SABTU		
16/2/2020	AHAD		
17/2/2020	7.45	5.05	
18/2/2020	7.55	5.08	
19/2/2020	7.48	5.10	
20/2/2020	7.40	5.11	
21/2/2020	7.45	5.06	
22/2/2020	SABTU		
23/2/2020	AHAD		
24/2/2020	7.48	5.05	
25/2/2020	7.50	5.08	
26/2/2020	7.48	5.12	
27/2/2020	7.40	5.13	
28/2/2020	7.55	5.05	
29/2/2020	SABTU		

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar   :   Tarikh : 8/7/2020

Tandatangan Penyelia   :   Tarikh : 8/7/2020

NOOR HAYATI ABU KASSIM
Timbalan Ketua Pustakawan
Bahagian Perpustakaan
UiTM Melaka

UNIVERSITI
TEKNOLOGI
MARA

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NURUL FAATIHAH BINTI MOHD KAMAL KANNAN No. Matrik : 2017370471

No. I/C : 951122-04-5658 No. Telefon : 011-51391531

Nama / Alamat : PERPUSTAKAAN UITM MELAKA
Organisasi KM 26 JALAN LENDU 78000 ALOR GAJAH, MELAKA

Nama Penyelia : PUAN NOOR HAYATI BINTI ABU KASSIM

Bulan /Tahun : MAC 2020

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1/3/2020	AHAD		
2/3/2020	7.50	5.10	
3/3/2020	Cuti		
4/3/2020	8.00	5.10	
5/3/2020	7.50	5.05	
6/3/2020	7.45	5.10	
7/3/2020	SABTU		
8/3/2020	AHAD		
9/3/2020	7.50	5.05	
10/3/2020	7.45	5.10	
11/3/2020	7.50	5.05	
12/3/2020	7.50	5.10	
13/3/2020	7.50	5.05	
14/3/2020	SABTU		
15/3/2020	AHAD		
16/3/2020	7.50	5.00	
17/3/2020	7.50	5.05	
18/3/2020	7.00	5.00	
19/3/2020	8.00	5.00	
20/3/2020	8.00	5.00	
21/3/2020	SABTU		
22/3/2020	AHAD		
23/3/2020	8.00	5.00	
24/3/2020	8.00	5.00	
25/3/2020	8.00	5.00	
26/3/2020	8.00	5.00	
27/3/2020	8.00	5.00	
28/3/2020	SABTU		
29/3/2020	AHAD		
30/3/2020	8.00	5.00	
31/3/2020	8.00	5.00	

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Tandatangan Pelajar   :   Tarikh : 8/7/2020

Tandatangan Penyelia   :   Tarikh : 8/7/2020

NOOR HAYATI ABU KASSIM
Timbalan Ketua Pustakawan
Bahagian Perpustakaan
UiTM Melaka

UNIVERSITI
TEKNOLOGI
MARA

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : NURUL FAATIHAH BINTI MOHD KAMAL KANNAN   No. Matrik : 2017370471

No. I/C : 951122-04-5658   No. Telefon : 011-51391531

Nama / Alamat Organisasi : PERPUSTAKAAN UITM MELAKA
KM 26 JALAN LENDU 78000 ALOR GAJAH, MELAKA

Nama Penyelia : :PUAN NOOR HAYATI BINTI ABU KASSIM

Bulan /Tahun : APRIL 2020

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1/4/2020	8.00	5.00	
2/4/2020	8.00	5.00	
3/4/2020	8.00	5.00	
4/4/2020	SABTU		
5/4/2020	AHAD		
6/4/2020	8.00	5.00	
7/4/2020	8.00	5.00	
8/4/2020	8.00	5.00	
9/4/2020	8.00	5.00	
10/4/2020	8.00	5.00	
11/4/2020	SABTU		
12/4/2020	AHAD		
13/4/2020	8.00	5.00	
14/4/2020	8.00	5.00	
15/4/2020	8.00	5.00	
16/4/2020	8.00	5.00	
17/4/2020	8.00	5.00	
18/4/2020	SABTU		
19/4/2020	AHAD		
20/4/2020	8.00	5.00	
21/4/2020	8.00	5.00	
22/4/2020	8.00	5.00	
23/4/2020	8.00	5.00	
24/4/2020	8.00	5.00	
25/4/2020	SABTU		
26/4/2020	AHAD		
27/4/2020	8.00	5.00	
28/4/2020	8.00	5.00	
29/4/2020	8.00	5.00	
30/4/2020	8.00	5.00	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar   :   Tarikh :8/7/2020

Tandatangan Penyelia   :

NOOR HAYATI ABU KASSIM
Timbalan Ketua Pustakawan
Bahagian Perpustakaan
UiTM Melaka

Tarikh :8/7/2020

111

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih	: NURUL FAATIHAH BINTI MOHD KAMAL KANNAN		No. Matrik	: 2017370471
No. I/C	: 951122-04-5658		No. Telefon	: 011-51391531
Nama / Alamat Organisasi	: PERPUSTAKAAN UITM MELAKA KM 26 JALAN LENDU 78000 ALOR GAJAH, MELAKA			
Nama Penyelia	: PUAN NOOR HAYATI BINTI ABU KASSIM			
Bulan /Tahun	: MEI 2020			

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1/5/2020	Cuti Hari Pekerja		
2/5/2020	SABTU		
3/5/2020	AHAD		
4/5/2020	8.00	5.00	
5/5/2020	8.00	5.00	
6/5/2020	8.00	5.00	
7/5/2020	8.00	5.00	
8/5/2020	8.00	5.00	
9/5/2020	SABTU		
10/5/2020	AHAD		
11/5/2020	8.00	5.00	
12/5/2020	8.00	5.00	
13/5/2020	8.00	5.00	
14/5/2020	8.00	5.00	
15/5/2020	8.00	5.00	
16/5/2020	SABTU		
17/5/2020	AHAD		
18/5/2020	8.00	5.00	
19/5/2020	8.00	5.00	
20/5/2020	8.00	5.00	
21/5/2020	8.00	5.00	
22/5/2020	8.00	5.00	
23/5/2020	SABTU		
24/5/2020	AHAD		
25/5/2020	Cuti Aidilfitri		
26/5/2020			
27/5/2020			
28/5/2020	8.00	5.00	
29/5/2020	8.00	5.00	
30/5/2020	SABTU		

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar   :   Tarikh : 8/7/2020

Tandatangan Penyelia   :

NOOR HAYATI ABU KASSIM   Tarikh : 8/7/2020
Timbalan Ketua Pustakawan
Bahagian Perpustakaan
UiTM Melaka

FAKULTI PENGURUSAN MAKLUMAT
UiTM Caw. Negeri Sembilan,
Kampus Rembau,
71300 Rembau,
Negeri Sembilan.

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih   : NURUL FAATIHAH BINTI MOHD KAMAL KANNAN   No. Matrik : 2017370471

No. I/C   : 951122-04-5658   No. Telefon : 011-51391531

Nama / Alamat   : PERPUSTAKAAN UITM MELAKA
Organisasi   KM 26 JALAN LENDU 78000 ALOR GAJAH, MELAKA

Nama Penyelia   : PUAN NOOR HAYATI BINTI ABU KASSIM

Bulan /Tahun   : JUN 2020

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1/6/2020	8.00	5.00	
2/6/2020	8.00	5.00	
3/6/2020	8.00	5.00	
4/6/2020	8.00	5.00	
5/6/2020	8.00	5.00	
6/6/2020	SABTU		
7/6/2020	AHAD		
8/6/2020	8.00	5.00	
9/6/2020	8.00	5.00	
10/6/2020	8.00	5.00	
11/6/2020	8.00	5.00	
12/6/2020	8.00	5.00	
13/6/2020	SABTU		
14/6/2020	AHAD		
15/6/2020	8.00	5.00	
16/6/2020	8.00	5.00	
17/6/2020	8.00	5.00	
18/6/2020	8.00	5.00	
19/6/2020	8.00	5.00	
20/6/2020	SABTU		
21/6/2020	AHAD		
22/6/2020	8.00	5.00	
23/6/2020	8.00	5.00	
24/6/2020	8.00	5.00	
25/6/2020	8.00	5.00	
26/6/2020	8.00	5.00	
27/6/2020	SABTU		
28/6/2020	AHAD		
29//62020	8.00	5.00	
30/6/2020	8.00	5.00	

114

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Tandatangan Pelajar   :   Tarikh : 8/7/2020

Tandatangan Penyelia :   Tarikh : 8/7/2020

NOOR HAYATI ABU KASSIM
Timbalan Ketua Pustakawan
Bahagian Perpustakaan
UiTM Melaka

APPENDIX B:

INDUSTRIAL TRAINING'S

SCHEDULE

JADUAL LATIHAN INDUSTRI PELAJAR
1 FEBRUARI 2020 – 30 JUN 2020

SARJANA MUDA SAINS MAKLUMAT (KEPUJIAN) PENGURUSAN PERPUSTAKAAN

NAMA PELATIH : **NURUL FAATIHAH BINTI MOHD KAMAL KANNAN**

NAMA PERPUSTAKAAN : **PERPUSTAKAAN UiTM CAWANGAN MELAKA**

KETUA PENYELIA : **PUAN NOOR HAYATI ABU KASSIM**

BIL	TARIKH/HARI	BAHAGIAN/UNIT	PENYELIA
1.	3/2/2020	**SESI PENGENALAN DAN PEMBENTANGAN BAGI:** - Jadual Latihan Industri - Penerangan Projek Khas - Garispanduan dan kandungan Projek Khas	Pn Noor Hayati Abu Kassim Timbalan Ketua Pustakawan
2.	4/2/2020 - 10/2/2020	**UNIT PENTADBIRAN:** **PENTADBIRAN DAN LAIN-LAIN** - Cuti - Keluar Pejabat Urusan Peribadi - Tempahan Kenderaan - Penghantaran Surat - Mohon Peralatan dan Perabot Perpustakaan - Mesyuarat: penyediaan surat jemputan, bilik mesyuarat , jamuan dan minit mesyuarat. - Penyediaan pesanan Rasmi - Pembayaran Bahan - Lain-lain	En. Nazri Abu Bakar Pembantu Perpustakaan Tertinggi
3.	28/2/2020 - 4/3/2020	**UNIT SISTEM & TEKNOLOGI MAKLUMAT:** - Sistem Perpustakaan WILS (Libsys) secara keseluruhan - Pelaporan masalah yang berkaitan sistem dlam iSMS - Pelaporan Statistik Perpustakaan UiTM Melaka -	Pn Sariah Che Man Pembantu Perpustakaan Kanan
4.	11/2/2020 - 27/2/2020	**UNIT PEMBANGUNAN SUMBER ILMU:** **PEROLEHAN** - Prosedur kerja, pengurusan pemilihan bahan monograf & multimedia	Pn Noor Hayati Abu Kassim & Staf UPSI

		untuk pembelian.	
		- Proses kerja teknikal awal (cop dan isi maklumat pembelian)	
		- Pembelian untuk ketiga-tiga Perpustakaan (KAG,KBM,KJM)	
5.	5/3/2020	**Perbincangan Projek Khas**	Pn Noor Hayati Abu Kassim Pn Roslah Laman Cik Hazlin Ibrahim Khan Pn Maznah Maarof Pn Sariah Che Man
6.	6/3/2020 22/3/2020	**UNIT PEMBANGUNAN BIBLIOGRAFIK & PEMPROSESAN TEKNIKAL: PENGKATALONGAN & PENGKELASAN** - Prosedur kerja aliran tugas Unit Katalog - Prosedur kerja Pengkatalogan Asal - Prosedur kerja Pengenalan Modul Cataloguing Sistem WILS - Prosedur kerja Pengurusan proses *Copy Cataloging* - Prosedur kerja pengurusan proses pra-katalog mengikut Tagging RDA - Prosedur kerja pengurusan proses Semakan Akhir Bahan (*Final Checking)* - Prosedur kerja Pengurusan proses *Release For Circulation* bahan - Prosedur kerja proses Membalut Kulit Buku - Prosedur kerja pengurusan proses mencetak Barcode dan Spine label - Prosedur kerja pengurusan edaran bahan ke Unit Sirkulasi dan Cawangan - Prosedur kerja pengurusan statistik dan log tugas pengkatalogan	Pn Roslah Laman Pustakawan Kanan
	18/3/2020 -30/6/2020 PERINTAH KAWALAN PERGERAKAN / WORK FROM HOME (COVID 19)		
7.	23/3/2020	**Perbincangan Projek Khas**	Pn Noor Hayati Abu Kassim Pn Roslah Laman Cik Hazlin Ibrahim Khan Pn Maznah Maarof Pn Sariah Che Man
8.		**UNIT JURNAL & PANGKALAN DATA:**	Cik Hazlin Ibrahim

		TERBITAN BERSIRI	Khan
	1/4/2020 - **14/4/2020**	- Permohonan kelulusan - Pesanan - Penerimaan - Pembayaran - Pengkatalongan - Penjilidan	Pustakawan Kanan
9.	16/4/2020 - 30/4/2020	**UNIT PERKHIDMATAN MAKLUMAT:** **RUJUKAN** - Kelas Pendidikan Pengguna - Pameran - Lain-lain	Cik Hazlin Ibrahim Khan Pustakawan Kanan
10.	4/5/2020 - 5/5/2020	**UNIT PERKHIDMATAN PELANGGAN & PENGURUSAN KOLEKSI:** **SIRKULASI** Produser-produser yang berkaitan di kaunter: - Pinjaman & pemulangan - Denda - Loker Berkunci - Semakan buku baru - Penyusunan buku - Penyediaan Jadual & Statistik - Penyelenggaraan Mesin Fhotostat - Pinjaman antara Perpustakaan - Rujukan ke Perpustakaan lain - Prosedur Pinjaman & Pulangan A/V - Lain-lain – Buku hilang	Pn Maznah Maarof Pustakawan Kanan
11.	**5/5/2020**	**Perbincangan Projek Khas**	Pn Noor Hayati Abu Kassim Pn Roslah Laman Cik Hazlin Ibrahim Khan Pn Maznah Maarof En Nazri Abu Bakar Pn Sariah Che Man

12.	6/5/2020 - 8/5/2020	**UNIT JILID: PENJILIDAN** - Menjilid buku rosak - Menjilid buku baru - Menjilid jurnal/majalah	Pn Roslah Laman Pustakawan Kanan & Staf Jilid
13	11/5/2020 - 15/5/2020	**UNIT TEKNOLOGI MAKLUMAT**	Cik Hazlin Ibrahim Khan Pustakawan Kanan
14.	18/5/2020 - 3/6/2020	**PUSAT SUMBER UiTM MELAKA, KAMPUS BANDARAYA MELAKA** - **Perkhidmatan Pelanggan (Tingkat 1) (18-22/5/2020)** - **Perkhidmatan Maklumat (Tingkat 12) (28/5/2020-3/6/2020)**	Pn. Siti Haidah Md Aziz Pustakawan Kanan
15.	4/6/2020 - 12/6/2020	**PERPUSTAKAAN UiTM MELAKA, KAMPUS JASIN** - **Perkhidmatan Perpustakaan**	Pn. Maznah Maarof Pustakawan Kanan
16.	**15/6/2020 - 19/6/2020** **22/6/2020 - 26/6/2020**	**Pembentangan Projek Khas** **Penambahbaikan Projek Khas** **Pembentangan Projek Khas – Final**	Pn Noor Hayati Abu Kassim Pn Roslah Laman Cik Hazlin Ibrahim Khan Pn Maznah Maarof En Nazri Abu Bakar Pn Sariah Che Man
17.	29/6/2020	Penilaian	Pn Noor Hayati Abu Kassim Timbalan Ketua Pustakawan
18.	30/6/2020	Penilaian/Tarikh akhir pelajar tamat menjalani Latihan Industri di UiTM Melaka	

APPENDIX C:

WORK FROM HOME OFFICIAL LETTER

Rujukan Kami : 100-KM(PRP 14/3/4/)
Tarikh Surat : 2 Jun 2020

Universiti Teknologi MARA
KM 26 Jalan Lendu
78000 Alor Gajah
Melaka Bandaraya
Bersejarah

Tel : 06 5582288
Faks : 06 5582092

Timbalan Ketua Pustakawan
06-5582078/2288

Pustakawan UPBPT/UPPPK
06-5582079

Unit Pentadbiran
06-5582292/2288

Unit Sistem
06-5582082

Unit Perkhidmatan Pelanggan
& Pengurusan Koleksi
06-5582080/2081

Unit Jurnal & Pangkalan Data
06-5582083

Unit Pembangunan &
Sumber Ilmu
06-5582084

Unit Pembangunan Bibliografik
& Pemprosesan Teknikal
06-5582085

Unit Perkhidmatan Maklumat
06-5582086

Unit Teknologi Maklumat
06-5582087

Unit Jilidan
06-5582088

Self Access Centre (SAC)
05-5582089

Encik Mohd Faizal Mohd Ramsi
Penyelaras Latihan Industri
Fakulti Pengurusan Maklumat
UiTM Cawangan Negeri Sembilan
Kampus Rembau
71300 Rembau
Negeri Sembilan

Tuan,

ARAHAN BERKERJA DARI RUMAH (BDR) SEPANJANG TEMPOH PERINTAH KAWALAN PERGERAKAN (PKP/PKPB) BAGI PELAJAR LATIHAN INDUSTRI FAKULTI PENGURUSAN MAKLUMAT DI PERPUSTAKAAN TUN ABDUL RAZAK, UiTM CAWANGAN MELAKA KAMPUS ALOR GAJAH

Dengan segala hormatnya perkara di atas dirujuk.

2.   Untuk makluman pihak tuan, perkhidmatan PTAR ditutup sehingga tempoh PKP/ PKPB tamat atau sehingga pada suatu tarikh yang akan dimaklumkan nanti.

3.   Justeru itu, pelajar yang menjalani latihan industri di PTAR iaitu **Nurul Faatihah Binti Mohd Kamal Kannan (2017370471)** adalah diarahkan untuk bekerja dari rumah sepanjang tempoh PKP/PKPB.

4.   Pelajar tersebut tiada keperluan dan bukan kategori *essential services* untuk hadir ke pejabat. Sebanyak tiga (3) projek telah diberikan untuk pelajar ini laksanakan semasa PKP bermula di samping tugasan lain. Semasa tempoh PKPB satu (1) projek baru telah dilaksanakan oleh beliau dan berstatus *in progress*.

5.   Sebarang pertanyaan berhubung perkara ini, pihak tuan boleh hubungi perpustakaan.

Segala kerjasama yang diberikan dihargai dan didahului dengan ucapan terima kasih.

Sekian.

Yang menjalankan amanah,

NOOR HAYATI ABU KASSIM
Timbalan Ketua Pustakawan
Perpustakaan Tun Abdul Razak
UiTM Cawangan Negeri Melaka
Kampus Alor Gajah

APPENDIX D:

OFFICIAL LETTER OF

AGREEMENT

UiTM Melaka

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78000 Alor Gajah
Melaka Bandaraya Bersejarah
Tel: +606 558 2000
Faks: +606 558 2001

UNIVERSITI
TEKNOLOGI
MARA

Surat kami : 100-KM (PT 14/3/4)
Tarikh : 12 November 2019

Encik Mohd Faizal Bin Mohd Ramsi
Penyelaras
Latihan Industri IM244
Fakulti Pengurusan Maklumat
UiTM Cawangan Negeri Sembilan
Kampus Rembau
71300 Rembau
Negeri Sembilan

Tuan,

PROGRAM LATIHAN PRAKTIK PELAJAR UiTM CAWANGAN NEGERI SEMBILAN, KAMPUS REMBAU (TEMPOH LATIHAN : 01 FEBRUARI 2020 HINGGA 30 JUN 2020)

Dengan segala hormat saya merujuk kepada perkara di atas.

2.   Adalah dimaklumkan bahawa, pihak kami bersetuju menerima permohonan penama berikut untuk menjalani latihan praktik di UiTM Cawangan Melaka, Kampus Alor Gajah berkuatkuasa mulai **01 Februari 2020 hingga 30 Jun 2020**.

3.   Untuk makluman pihak tuan, penempatan pelatih ini tidak melibatkan sebarang implikasi kewangan.

Bil	Nama	Program	No. Pelajar	Penempatan
1.	Nurul Faatihah Binti Mohd Kamal Kannan	Sarjana Muda Sains Maklumat (Kepujian) Pengurusan Perpustakaan	2017370471	Pejabat Perpustakaan UiTM Cawangan Melaka, Kampus Alor Gajah

Sekian untuk makluman dan tindakan.

Terima kasih.

Yang benar,

NORAMALINA BINTI MD YAHAYA
Pegawai Eksekutif
b p Timbalan Pendaftar Kanan

s.k   1.   Puan Rozaimah Binti Mat Sidek
Timbalan Ketua Pustakawan
Pejabat Perpustakaan
UiTM Cawangan Melaka

122

References

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Perpustakaan UiTM Kampus Jasin. (2015, April 14). Waktu Operasi. Retrieved from http://library.melaka.uitm.edu.my/v1/index.php/mengenai-kami/waktu-operasi

Pusat Sumber UiTM Kampus Bandaraya Melaka. (2013, February 25). Sejarah. Retrieved from http://library.melaka.uitm.edu.my/v1/index.php/mengenai-kami/pengenalan